Isalathiso: 20191126-2106
Inombolo yefayili: 12/12/45
Imibuzo: O Apollis/N Sheik Ismail

ISetyhula: 0004/2020
Umhla wokuphelelwa: Awukho

Iya: KumaSekela Balawuli-Jikelele, kuBalawuli abaziiNtloko, kuBalawuli (kwaNdlunkulu nakwii-ofisi zezithili), kwiiNtloko zoLawulo nokuPhathwa kwamaZiko (kwii-ofisi zezithili), kumaSekela Balawuli kwiiNkonzo zeZiko (kwii-ofisi zezithili), kuBaphathi beeSekethe, kuBaququzeleli beZikolo eZikhuselekileyo (kwii-ofisi zezithili), kwiiNqununu zezikolo zikarhulumente eziqhelekileyo nakooSihlalo bamabhunga olawulo

Isishwankathelo esifutshane: *Le setyhula ibethelela ikwachaza ngokubaluleka kokuqaliswa ngempumelelo kweNkqubo i-Nine Point School Safety Planning Process*

Isihloko: Ukuqinisekisa ukuqaliswa ngempumelelo kweNkqubo i-*Nine Point Safe Schools Planning Process*

1. Le setyhula mayifundwe kunye neSetyhula 0030/2004, yange-02 Julayi 2004.

2. Ukuhlola kwangaphakathi kwakutshanje okwakuqhutywe yi-Ofisi yeNkulumbuso nazezinye iinkqubo zolawulo zangaphakathi okwakwenziwe liCandelo loCwangciso loLawulo nokuPhathwa kwamaZiko: kuLawulo loKhuseleko lweMfundo kufumanise ukuba kukho ukusilela ukuthobela ukusekwa ngendlela eyiyo nokusebenza kweeKomiti zeZikolo eziKhuselekileyo (*School Safety Committees*) (*SSCs*) njengoko kwakufuneka **kwisiHlomelo A** (*Nine Point Safe Schools Planning Process*)) se-*Procedural Manual for Managing Safety and Security within WCED Institutions, 2003*, esasihlaziywe ngo-2017, kudala umngcipheko oxhomisa amehlo ekulawuleni ukhuseleko lwezikolo nasekudaleni umoya okhuthaza ukufunda nokufundisa ngempumelelo esikolweni.

3. ICandelo 20(1)(*g*) loMthetho weZikolo zaseMzantsi Afrika (*SASA*), 1996 (uMthetho 84 ka-1993), lichaza ukuba ibhunga lolawulo lesikolo sikarhulumente kufuneka liqhube yaye lilawule ipropati yesikolo, izakhiwo nemihlaba ekumi kuyo isikolo, lize icandelo 30(1)(*a*) no-(*b*) lichaze ukuba ibhunga lolawulo linokumisela iikomiti, kubandakanywa ikomiti elawulayo, lize lityumbe abantu abangengomalungu ebhunga lolawulo kwezo komiti ngenxa yezakhono zabo, kodwa ilungu lebhunga lolawulo kufuneka lichophele intlanganiso yekomiti nganye.

Ngoko ke, ngokunxulumene nale miqathango ingentla ye*SASA* nanjengoko ichaziweyo kwiNkqubo i-*Nine Point Safe Schools Planning Process* kwi-*Procedural Manual for Managing Safety and Security within WCED Institutions*, iinkalo zemisebenzi yebhunga lolawulo zimi ngolu hlobo lulandelayo:

a) Ukongamela nokubekwa esweni kwe*SSC*.
b) Ukufunyanwa kweengxelo zenkqubela zaqho ngenyanga.
c) Ukuphumeza iingcebiso ezisuka kwi*SSC*.
d) Ukuvavanya nokuhlola inkqubela.

4. Ibhunga lolawulo lesikolo linoxanduva lokuqinisekisa ukuba kwenziwa imigaqo-nkqubo efanelekileyo nesikhokelo esikhuthaza ukumiselwa kwezikolo ezikhuselekileyo.

5. ICandelo 19 loMthetho i-*Occupational Health and Safety Act*, 1993 (uMthetho 85 ka-1993) liyalela ukusekwa kweekomiti zempilo nezokhuseleko. I-*SCC*, eyikomiti encinane yebhunga lolawulo yesikolo, inezi nkalo zoxanduva njengoko zikhankanyiweyo kwiNkqubo i-*Nine Point Safe Schools Planning Process* kwi-*Procedural Manual for Managing Safety and Security within WCED Institutions*:

a) Ukuhlolwa kwezokhuseleko.
b) Ukuqulunqa iingxelo zokhuseleko zaqho ngonyaka.
c) Ukuqulunqa nokuhlaziya izicwangciso zezokhuseleko.
d) Ukunika ingcebiso ngokuphathelele kwizicwangciso zokukhethwa nokwenziwa komsebenzi.
e) Ukuhlolwa kwababoneleli-nkonzo.
f) Ukucwangcisa iiprogram zezokhuseleko.
g) Ukumelwa ngamagosa ezokhuseleko ezikolo kunye/okanye ziinqununu kwiikomiti zezokhuseleko ezisebenzisanayo.

6. Ukunika inkxaso nokomeleza amabhunga olawulo ngokuphathelele koku, iSebe leMfundo leNtshona Koloni (iSebe i*WCED*) ligqibe ekubeni liqalise imimiselo neenkqubo zolawulo ezichazwe kule setyhula.

7. ABaququzeleli beZikolo eziKhuselekileyo ezikwii-ofisi zezithili bayacelwa bancedise amabhunga olawulo kunye nee*SSC* kwezi nkalo zokugxila ziphambili zilandelayo yaye banike ingxelo yabo ngabakufumanisileyo kwiNtloko yoCwangciso loLawulo nokuPhathwa kwamaZiko kwaNdlunkulu njengoko kuchaziweyo kwikhalenda yesicwangciso yonyaka yeZikolo eziKhuselekileyo yeSebe i*WCED*:

7.1 Ngokuqinisekisa uqeqesho olufanelekileyo neeprogram zokunika inkxaso zebhunga lolawulo namalungu e*SSC* kugxininiswa ekuphunyezweni kweNkqubo i-*Nine Point School Safety Planning Process*.

7.2 Ngokuqinisekisa ukuba ii-*SSC* zimiselwe ngokusesikweni yaye ziyasebenza ngokubeka esweni inkqubo nokongamela okucwangcisiweyo kwaqho ngonyaka.

7.3 Ngokuqinisekisa ukuba izikolo zenza isicwangciso sezokhuseleko lwezikolo esihlaziywa qho ngonyaka sisikolo nesiye siqwalaselelwe kwakhona ukuthotyelwa kwazo ngaBaququzeleli beZikolo eziKhuselekileyo bezithili.

7.4 Ngokuqinisekisa ukuba kusekwa iikomiti ezisebenzisanayo zee*SSC* yaye zonke izikolo zimelwe ligosa elijongene nezokhuseleko lesikolo kunye/okanye yinqununu.

7.5 Ngokuqinisekisa ukuba zonke izikolo zizalisa uhlolo olwandlalelayo lwaqho ngonyaka, uluhlu lokutshekisha lweeholide lwaqho ngekota kunye neziphumo zamacwecwe amanqaku amalunga nokunyamezela ekufuneka i-ofisi yeZikolo eziKhuselekileyo iwagcine kwifayili.

8. Ibhunga lolawulo, ngenkxaso yaBaququzeleli beZikolo eziKhuselekileyo, liyacelwa ukuqinisekisa ukuba:

8.1 Izicwangciso zabo eziphangaleleyo zokuqulela okungekehli nezokhuseleko lwezikolo ziyaqwalaselwa kwakhona zihlaziywe zize zingeniswe kuBaququzeleli beZikolo eziKhuselekileyo bezithili ungadlulanga owe-26 Juni 2020.

8.2 Ii-*SSC* zimiselwe ngokusesikweni ngokungqinelana nethempleyithi – makujongwe **isiHlomelo B** esiqhotyoshelweyo.

8.3 Imigqaliselo yendlela yokusebenza (*terms of reference*) ye*SSC* yenziwe yaza yamkelwa – makujongwe **isiHlomelo C** esiqhotyoshelweyo.

8.4 Onke amalungu e*SSC* atyunjwa ngeleta – makujongwe **isiHlomelo D** esiqhotyoshelweyo.

9. Ngumsebenzi weNtloko yoLawulo nokuPhathwa kwamaZiko kunye naBaququzeleli beZikolo eziKhuselekileyo ukuxhobisa amabhunga olawulo nee*SSC* ngeenkqubo zokuxhobisa ngezakhono, apho ugxininiso lukwiindima nakwimisebenzi kulawulo lwezokhuseleko lwezikolo. Iinkqubo zokuxhobisa ngezakhono ziquka ukwaziswa umsebenzi ngokusesikweni (*induction*) noqeqesho ukwenzela amalungu enze iindima nemisebenzi yawo ezikolweni.

10. Kucelwa wazise okukule setyhula bonke abasebenzi abachaphazelekayo, ngokukodwa bonke oosihlalo namalungu amabhunga olawulo ukuze bakuthathele ingqalelo.

ISAYINWE: NGU-BK SCHREUDER
INTLOKO YESEBE LEMFUNDO
UMHLA: 2019-12-18

INkqubo i-*Nine Point Safe School Planning Process*

INkqubo i-*Nine Point Safe Schools Planning Process* mayiphunyezwe zizikolo ukwakha umoya wokusombulula iingxaki ngokweendlela zasekuhlaleni.

Le nkqubo yokucwangcisa inala manyathelo alandelayo:

- **INyathelo 1**
  Ukuseka iKomiti yeZikolo eziKhuselekileyo (*SSC*).

- **INyathelo 2**
  Ukwenza ezokhuseleko zibe yinxalenye yombono wesikolo.

- **INyathelo 3**
  Ukuhlolwa kweenkqubo nezixhobo zokhuseleko.
  Makujongwe kwi-*National School Safety Framework (NSSF), School Safety Diagnostic Tool,* kumakhasi 40–42 nakwi-*School Safety Audit Checklist,* kumakhasi 43-44.

- **INyathelo 4**
  Ukumiselwa kweenjongo ezibalulekileyo.

- **INyathelo 5**
  Ukwenza isicwangciso sezokhuseleko esiphangaleleyo esiquka:
  - ✓ Isicwangciso sokuqulela okungekehli
  - ✓ Isicwangciso sokuqulela amathuba entshukumo yoqhankqalazo lwabasebenzi
  - ✓ Isicwangciso sokulungela ukulawula izehlo zeentlekele
  - ✓ Isicwangciso sokuqhubeka kokwenzeka komsebenzi

- **INyathelo 6**
  Ukukhetha nokuphumeza izicwangciso ezithile.

- **INyathelo 7**
  Ukuhlolwa kwababoneleli-nkonzo abasekuhlaleni.

- **INyathelo 8**
  Ukwenza iikomiti zokhuseleko ezisebenzisanayo. Kuya kuncedisa abaququzeleli bezikolo ezikhuselekileyo abakwii-ofisi zezithili ngokuphathelele koku.

- **INyathelo 9**
  Ukuvavanya nokuhlola inkqubela ngamathuba athile njengoko kumiselweyo yi*SSC*.

IKOMITI YESIKOLO ESIKHUSELEKILEYO

URhulumente weNtshona Koloni
EzeMfundo

ULawulo lwezoKhuselo lweMfundo

IZikolo eziKhuselekileyo

IsiHlomelo B

IGAMA LESIKOLO:	ISITHILI:	
IINKCUKACHA ZOQHAGAMSHELWANO ZESIKOLO	IFONI	I-IMEYILI
AMALUNGU ANGUNDOQO	**Iinkcukacha zoqhagamshelwano**	**Enye inombolo yezonxibelelwano**
1. Igosa lezokhuseleko lesikolo 1.1		
2. Umphathi wesikolo 2.1		
3. Ootitshala		
3.1		
3.2		
4. Abasebenzi abangengotitshala		
4.1		
4.2		
5. Ibhunga lolawulo		
5.1		
5.2		
6. **IBhunga eLimele aBafundi (*RCL*)** (KwiSikolo esiPhakamileyo)		
6.1		
6.2		
7. INkonzo yamaPolisa aseMzantsi Afrika (*SAPS*) ekufutshane		
7.1		
8. IForam i-*Community Police Forum* 8.1		
9. **U-*Neighbourhood watch*** 9.1		
ABANGAMALUNGU ACELIWEYO/Ngokuzikhethelayo		
Imibutho yezenkolo		
Imibutho yezemidlalo		
Oosomashishini basekuhlaleni		
Abonyanzeliso-mthetho		
Imibutho yasekuhlaleni		
Imibutho engekho phantsi korhulumente		
Abazali		

USihlalo webhunga lolawulo

Igama …… **Umhla**……

Isignitsha ……

Isitampu sesikolo

IMIGQALISELO YENDLELA YOKUSEBENZA
YEKOMITI YEZIKOLO EZIKHUSELEKILEYO

1. INTSHAYELELO

ISiqendu 19 se-*Occupational Health and Safety Act, 1993 (Act 85 of 1993*) sicacisa ukusekwa kweekomiti zempilo nokhuseleko, yaye i-*National School Safety Framework* (NSSF) yona icacisa ngokusekwa kweKomiti zeZikolo eZikhuselekileyo (*School Safety Committees (SSCs)*) ezizikomitana zamabhunga olawulo. I-*SSC* imele ukuquka abasebenzi abafundisayo nabangafundisiyo, amalungu amabhunga olawulo nabameli bamaqela ezenkolo nezemidlalo, abezolawulo, ooshomashishini bengingqi, iNkonzo yamaPolisa aseMzantsi Afrika (*SAPS)* yengingqi, urhulumente wengingqi, abazali nemibutho yasekuhlaleni. Izikolo eziphakamileyo ziya kubandakanya onke amagosa eBhunga eliMele aBafundi (*RCL*) kwi-*SSC*.

2. INJONGO

UKUSEKWA:

Injongo ye*SSC* yile:

a) Kukunceda nokunika inkxaso imiqathango yokhuselo nokhuseleko ngokubhekiselele kwimiba yezempilo, ukhuseleko nokhuselo lwemida yesikolo (*precinct)*.
b) Ukukhuthaza ukuphendula ngokungaphezulu nokuthobela imigaqo-nkqubo nemithetho yezempilo, ukhuselo nokhuseleko, kubandakanywa neengozi eziqatshelweyo kwezempilo nokhuseleko.
c) Ukuququzelela intsebenziswano nabathathi-nxaxheba abachaphazelekayo nokungqinelaniswa kweesistim neenkqubo ezinxulumeneyo apha ngaphakathi kwiSebe leMfundo leNtshona Koloni (WCED) ngokukhethekileyo, nakuRhulumente wePhondo leNtshona Koloni ngokubanzi.

3. INKQUBO-SIKHOKELO YEMIGAQO-NKQUBO/YEMITHETHO EKUSUSELWA KUYO

Esi sikhokelo semigaqo-nkqubo nemithetho sinika inkxaso kule migqaliselo yendlela yosetyenziso:

- *UMthetho i-Compensation for Occupational Injuries and Diseases Act (COIDA), 1993 (Act 130 of 1993)*

- *UMgaqo-siseko weRiphabliki yoMzantsi Afrika (Constitution of the Republic of South Africa), 1996*
- *I-Constitution of the Western Cape,1997 (Act 1 of 1998)*
- *I-Control of Access to Public Premises and Vehicles Act, 1985 (Act 53 of 1985)*
- *I-Criminal Procedures Second Amendment Act, 1997 (Act 85 of 1997*)
- UMthetho wezeNgqesho yooTitshala (uMthetho 76 ka-1998)
- *I-Firearms Control Act, 2000 (Act 60 of 2000)*
- *I-Minimum Information Security Standards (MISS)*
- *I-Minimum Physical Security Standards*
- *I-National Crime Prevention Strategy (NCPS), 1996*
- UMthetho woMgaqo-nkqubo weMfundo kaZwelonke, 1996 (uMthetho ka-27 1996)
- UMthetho i-*Occupational Health and Safety Act, 1993 (Act 85 of 1993)*
- I-*Private Security Industry Regulation Act, 2001 (Act 56 of 2001)*
- UMthetho oKhuthaza uKufikelela kwiNgcaciso (UMthetho 2 ka-2000)
- UMthetho oKhuthaza uBulungisa kuLawulo (UMthetho 3 ka-2000)
- UMthetho i-*Protection of Information Act, 1982 (Act 84 of 1982)*
- UMthetho wePhondo weeNkonzo ze-Akhayivu neeRekhodi zoMzantsi Afrika, 2005 (UMthetho 3 ka-2005)
- *I-Provincial Security Policy (Eyaphunyezwa nesigqibo 273/2005, somhla we-16 Novemba 2005)*
- *UMthetho i-Public Finance Management Act, 1999(Act 1 of 1999)*
- *UMthetho i-Public Service Act, 1994 (Proclamation 103 of 1994) and Public Service Regulations, 2001*
- *Ii-Regulations for Safety Measures at Public Schools*, eyapapashwa kwi-*Government Gazette* 22754 ye-12 Oktobha 2001
- *UMthetho weZikolo zaseMzantsi Afrika (SASA), 1996 (uMthetho 84 ka-1996)*
- *I-Transversal Safety and Security Strategy for WCG (Eyavunywa ne-Cabinet Minute No 166/2013)*
- *UMthetho oFakela iziLungiso kuMthetho weMfundo weZikolo zePhondo leNtshona Koloni, 2010 (uMthetho 7 ka-2010) (Western Cape Provincial School Education Amendment Act, 2010 (Act 7 of 2010)*,

4. IMISEBENZI YE-*SSC*

I-*SSC* kufuneka:

4.1 Incedise yaye inike inkxaso igosa lokhuseleko lesikolo ekuphunyezweni kwemisebenzi yezempilo nokhuseleko. Ngokukhethekileyo, ngokumalunga noku kulandelayo:

a) Uququzelelo nolawulo lwezempilo nokhuseleko;
b) Ukuhlolwa kweenkqubo nezixhobo zokhuseleko;
c) Ukuqulunqwa weengxelo zokhuseleko zaqho ngenyanga;
d) Ukunika ingxelo qho ngezempilo nokhuseleko kumabhunga olawulo;

e) Ukuqulunqa nokuhlaziya izicwangciso zokhuseleko;
f) Ukunika iingcebiso ngokumalunga nokhetho nezicwangciso zophunyezo;
g) Ukuhlolwa kwababoneleli-nkonzo;
h) Ukucwangcisela iiprogram zokhuseleko;
i) Isicwangciso sokuqhubekeka kwemfundo okoko.

4.2 Ukuncedisa igosa lokhuseleko lwesikolo ekuphumezeni imisebenzi emalunga nokuphunyezwa kweNkqubo i-*Nine Point Safe Schools Planning Process.* Ngokukhethekileyo, ngokumalunga noku kulandelayo:
a) Ukwenza ukhuseleko lube yinxenye yombono wesikolo;
b) Ukuhlolwa kweenkqubo nezixhobo zokhuseleko nokuhlolwa kweengozi ezinokubakho ukunciphisa ukuba sesichengeni kweziko;
c) Ukukhuthaza nokuphumeza i-Nkqubo i-*Nine Point Safe Schools Planning Process;*
d) Ukudrafta nokuhlaziya isicwangciso sokuqhubekeka kwemfundo (kuqukwa nesicwangciso sokuqulela okungekehli nesokhuseleko njl.nji.);
e) Ukuqinisekisa unxibelelwano lwemigaqo-nkqubo evunyiweyo kuwo onke amalungu angabasebenzi, abazali, abafundi neekhontraki *(contractors)*.
f) Ukuhlolwa kwababoneleli-nkonzo abasengingqini;
g) Ukuhlalutya yonke ingcaciso efunyenweyo ukuqaphela iingozi/izoyikiso nokuba sesichengeni kwabasebenzi nee-asethi ekufuneka zikhuselwe;
h) Ukuhlola amathuba anokubakho eengozi ezenzekayo nokuvuyelelwa kokubasesichengeni kwabasebenzi kwiziko neziphumo ezinokubakho okanye ukuxhomisa amehlo kwezi meko;
i) Ukuqalisa ikomiti yokhuseleko yezikolo ezisebenzisanayo ngokusekelwe kumaqela eengingqi e*SSCs*;
j) Ukuqinisekisa ukuba konke ukungathotyelwa kwemigaqo yezokhuseleko kuchazelwa iZiko leeFoni leZikolo eZikhuselekileyo (**0800 45 46 47**) ne-arhente zonyanzeliso-mthetho echaphazelekayo eququzelela ukuphunyezwa kwemiqathango yokuthintela oko ekucetyiswa ngayo;
k) Ukuthethana neemanyano zemibutho yabasebenzi echaphazelekayo apho kufanelekileyo;
l) Ukunika iingcebiso kwibhunga lolawulo malunga nokuphunyezwa nokulondolozwa kwemiqathango yezempilo nokhuseleko okuya kunciphisa iingozi kwinqanaba elamkelekileyo;
m) Ukuhlola nokuvavanya inkqubela ngamathuba athile neziphumo zeengxelo eziya kumabhunga olawulo.

4.3 Ukuqinisekisa ukusetyenziswa kwemigaqo yezempilo nokhuseleko ukunciphisa iingozi zomonakalo ukuba kunokubakho iingozi ezibangela umonakalo ngakwimida yesikolo.

4.4 Ukunika inkxaso iinjongo zokwenziwa komsebenzi zeSebe iWCED ngokukhuselwa kwabasebenzi, kwabafundi, nee-asethi ukuqinisekisa ukwenziwa kweenkonzo ngokuqhubekekayo.

4.5 Ukuncedisa ekuququzeleleni ukufumana ulwazi olungokuphunyezwa kwemigaqo-nkqubo neeprogram zezempilo nokhuseleko.

4.6 Ukungqinelanisa imiba yezempilo nokhuseleko kwimida yesikolo nezicwangciso nemigaqo-nkqubo yephondo nozwelonke.

4.7 Ukwakha unxibelelwano nee-arhente zonyanzeliso-mthetho kunye nabachaphazelekayo ukuqinisekisa ukuba kufikelelwe kwiziphumo zokhuseleko ngobambiswano esikolweni – i-*Whole of Society Approach (WOSA)*.

5. UKUSEKWA KWE-*SSC*

IKomiti iya kuquka:

5.1 **Amalungu abalulekileyo e*SSC***

a) Amagosa okhuseleko ezikolo
b) Abaphathi bezikolo
c) Abameli abakhethiweyo
   i. Ikomiti yolawulo yesikolo
   ii. Abasebenzi abangootitshala
   iii. Abasebenzi abangezotitshla
   iv. IBhunga lolawulo
   v. IBhunga eliMele aBafundi (RCL) -kwimeko yeZikolo eziPhakamileyo
d)Igosa le-*SAPS* elenza lo msebenzi ukulungiselela isikolo
e) I-*Community Policing Forum (CPF)* (apho kusebenzayo oku)
f) U-*Neighbourhood watch* (evunywe neyaziwa yi-*Department of Community Safety (DoCS)*

5.2 **Amalungu e*SSC* anganyanzelekanga**

a) Amaqumrhu ezenkolo
b) Amaqumrhu ezemidlalo
c) Oosomashishini bengingqi
d) Amagosa onyanzeliso-mthetho (apho kufanelekileyo)
e) Imibutho yabahlali
f) Umbutho ongekho phantsi kukarhulumente (*NGOs)*
g) Abazali kunye/okanye abanye abachaphazelekayo abanyulelwe ukuba yinxenye yekomiti abanezakhono/ubuchwepheshe obukhethekileyo obumalunga nemisebenzi ye*SSC*

I-ofisi kanobhala emayibonelelwe sisikolo iya kwenza umsebenzi wokunika inkxaso ukwenziwa komsebenzi kwakunye nokwenza iinkonzo zobunobhala ezisemgangathweni umzekelo, imizuzu, ii-ajenda njl.njl.

6. IMIBA YE-AJENDA

6.1 Zonke iingongoma zentlanganiso ziya kuqulunqwa ngunobhala ngokubhungisana nosihlalo okanye nosihlalo oncedisana naye ngendlela eyamkelekileyo yaye iya kuquka imiba eqingqiweyo:

a) Ukungqinisiswa kwemizuzu yeentlanganiso zangaphambili
b) Ukugqityezelwa kwe-ajenda
c) Imiba esuselwa kwiintlanganiso zangaphambili
d) Imbalelwano efunyenweyo (evela ngaphandle)
e) Imiba emitsha

6.2 I-ofisi kanobhala iya kukhupha isaziso esibhaliweyo (nge-imeyili) esiya kuwo onke amalungu. Amalungu makangenise imiba ye-ajenda eyongezelelweyo ubuncinane kwiintsuku ezintlanu phambi kwentlanganiso kunye nezizathu ezixhasayo zemiba ye-ajenda emayiphakanyiswe.

6.3 Amalungu aya kufumana kwangaphambili i-ajenda yokugqibela kwiintsuku zomsebenzi ezintlanu ubuncinane.

6.4 Ukuze kubizwe iintlanganiso, impendulo eqinisekisiweyo yokubakho kwintlanganiso mayifunyanwe, yi-ofisi kanobhala ubuncinane kwiveki enye phambi kokuba kucwangciswe intlanganiso. Iimpendulo mazibonise amalungu ayi-50% awona ambalwa, ezichaza ukubakho kwawo kwintlanganiso.

7. IINTLANGANISO: AMAXESHA OKUBAKHO KWEENTLANGANISO, UKUQALA KWAYO NETHUBA LOKUQHUTYWA KWAYO

7.1 Iintlanganiso ziya kucwangciselwa ukubanjwa qho ngekota. Imihla ecwangcisiweyo yeentlanganiso mayinikwe kwangaphambili ukwenzela unyaka ozayo.

7.2 Iintlanganiso zaqho ngekota ziya kucwangciselwa kangangethuba elilelona lide eliziyure ezimbini ngaphandle kokuba kuvunyelwene ngenye indlela.

7.3 Ukuba kuye kwakho imfuno, usihlalo unokuyibiza intlanganiso yomba othile/intlanganiso yesikhawu ngokuthethathethana noninzi lwamalungu.

8. ULWIMI OMALUSETYENZISWE ENTLANGANISWENI

8.1 Nakuba iintlanganiso ziya kuqhutywa ngeelwimi zaseburhulumenteni zaseNtshona Koloni, isiNgesi ilulwimi olusetyenziswayo ubukhulu becala, njengoko ilulwimi olusetyenziswa kakhulu noluqondwayo eNtshona Koloni. Nakuba kunjalo, ukuba kwenziwe naziphi na iintethwana/inkcazo ngolunye ulwimi nokuba loluphi na, iya kuguqulelwa kolunye ulwimi.

9. UKUMISELWA ELINYE ITHUBA INTLANGANISO

9.1 Ukuba kubekho iimeko ezifuna ukuba imiselwe elinye ixesha intlanganiso, i-ofisi kanobhala iya kwazisa onke amalungu ngencwadi ebhaliweyo ngokuwathumela i-imeyili okanye ngenye indlela ekuvunyelwene ngayo ngoku kumiselwa elinye ithuba kwentlanganiso kulolu hlobo nezizathu zoko.

9.2 Kwakulo mbalelwano ifanayo, amalungu aya kwaziswa ngomhla wentlanganiso elandelayo.

10. INKQUBO YENTLANGANISO

10.1 Usihlalo nosihlalo oncedisana kunye naye baya kuqhuba intlanganiso ngokungqinelana nemigaqo nenkqubo yentlanganiso eqhelekileyo

10.2 Izigqibo ziya kwenziwa ngemvisiswano, okanye xa kungekho mvumelwano, inkqubo yokusombulula imbabano iya kuba yivoti yesininzi samalungu akhoyo entlanganisweni.

10.3 Usihlalo okanye usihlalo oncedisana kunye naye, uya kuqinisekisa ukugcinwa kwerekhodi efanelekileyo yokubakho kwintlanganiso, kuqukwa amanqaku asisishwankathelo nezigqibo ezamkelayo. I-ofisi kanobhala iya kugcina irekhodi yokuqhubeka entlanganisweni efanelekileyo, kuqukwa nerejista yokubakho kwintlanganiso, imizuzu nezisombululo ezamkelweyo kwintlanganiso yaye uya kwenza umsebenzi wokuhanjiswa kwemizuzu ngexesha elifanelekileyo yazo zonke iintlanganiso kumalungu.

10.4 Amalungu kufuneka asebenzisane ngokuhloniphana nangesidima yaye akuthobele ukusetyenziswa ngobulumko kweedivayisi ezingoomatshini neziziimobhayili.

10.5 Amalungu asentlanganisweni makaskrinwe okanye atshekishwe yaye kungqinisiswe iinkcukacha (*vetted*) zawo.

10.6 Ikomiti iya kuzigcina iikopi zemizuzu yayo ithuba leminyaka emihlanu ubuncinane ukususela kumhla wentlanganiso ye*SSC*.

11. IMIZUZU YEENTLANGANISO

11.1 I-ofisi kanobhala iya kusingatha umsebenzi wokubhalwa nokusasazwa kwemizuzu yazo zonke iintlanganiso. Imizuzu iya kuthi ubukhulu becala ibe sisishwankathelo sezindululo ezenziweyo ngethuba lentlanganiso.

11.2 Imizuzu makwabelwane ngayo nebhunga lolawulo ngokwenza ingxelo ngayo.

11.3 Imizuzu yeentlanganiso ezidlulileyo iya kwandlalwa kwintlanganiso elandelayo apho kuqinisekisiweyo.

11.4 Amalungu makaphumeze iingongoma njengoko zichaziweyo kwimizuzu. I-ofisi kanobhala iya kunika ingxelo ezingekangeniswa ngeengongoma ezingekaphunyezwa njengezikhumbuzi kumalungu.

11.5 Imizuzu eyidrafti kufuneka inikwe amalungu zingadlulanga iiveki ezintathu zomhla wentlanganiso.

12. IINGXELO NOKUNIKA IINGXELO

I-*SSC* kufuneka inike ingxelo kwibhunga lolawulo qho ngenyanga yaye apho kufanelekileyo, mayifumane izigunyaziso ngokunxulumene nemibandela ye-ajenda.

13. UKUGCINA NGOKUYIMFIHLO KWENGCACISO

13.1 Amalungu ekomiti akufunekanga abelane ngengcaciso eyimfihlo.

13.2 Ukuba ingcaciso kwabelwana ngayo ngaphandle kwasentlanganisweni, oko makwenziwe ngenxa yokuba kuyimfuneko ukwaziwa kweenkcukacha nangokungqinelana nemimiselo yokungqinisiswa kweenkcukacha (*vetting scripts*).

13.3 Amalungu aya kule ntlanganiso aya kusayina isibhengezo sokugcina ingcaciso iyimfihlo (*declaration of secrecy*).

14. UKUQWALASELWA KWAKHONA KWEMIGQALISELO YENDLELA YOKUSEBENZA

Imigqaliselo yendlela yokusebenza iya kuqwalaselwa kwakhona qho ngonyaka ukususela ngomhla wokuvunywa kwayo okanye xa kuthe kwakho imfuneko yoko.

15. UMGAQO OMALUNGA NENDLELA YOKUZIPHATHA

Onke amalungu kufuneka:

- athathe inxaxheba ngokukhutheleyo kuzo zonke iintlanganiso
- ahloniphe zonke iimbono namavandlakanya
- azithathe njengezixabisekileyo iintlanganiso nemisebenzi ye*SSC*
- akhuthaze umoya wokufunda nokuziphatha ngentsulungeko ngokuphathelele kwiziphumo zezokhuseleko
- aye kuzo zonke iintlanganiso – ukungayi kwiintlanganiso kwamalungu engafakanga singxengxezo kwangaphambili, kuya kuqwalaselwa yaye kwenziwe isigqibo ngako yi-ofisi kanobhala ngokubambisene nosihlalo.

IVUNYIWE / AYIVUNYWANGA

Isignitsha _____

ISAYINWE: NGU-BK SCHREUDER
INTLOKO YESEBE LEMFUNDO
UMHLA: 2019-12-18

Isalathiso: Umthetho i-*OHSA*: wezengqesho yee-*SSC*
Imibuzo: KwabezoKhuseleko lweZikolo kwiGosa/kwi-*SGB*
Ifoni: 021 4672970

☐ Obekekileyo Inombolo ye-*ID* ☐

Ndabelwe imisebenzi ethile ukuqinisekisa ukuba ..... (igama lesikolo) siyazithobela iimfuno zoMthetho wezeMpilo nezoKhuseleko eMsebenzini (*Occupational Health and Safety Act*) (*OHSA*), 1993 (uMthetho 85 ka-1993)).

Ukwenzela ukuba undincedise ekwenzeni lo msebenzi, ukwenjenje uyamiselwa ukuba usebenze njengelungu leKomiti yeZikolo eziKhuselekileyo.

Ithuba lokubasesikhundleni liya kuba lithuba leenyanga eziyi-24 ukususela …… ukuya ku…….

Imisebenzi yakho iya kuquka yonke imisebenzi oyimiselweyo njengelungu lekomiti yezempilo nokhuseleko njengoko kuchatshazelweyo kwicandelo 20 lomthetho i-***OHSA*, 1993 (uMthetho 85 ka-1993) na**kwi-***Procedural Manual: Managing Safety and Security within WCED Institutions*, eyayikhutshwe ngo-2017. Kucelwa uziqhelanise nomthetho i-*OHSA* neminye imigaqo-nkqubo kunye/okanye imithetho esebenzayo nokuqulethwe kwincwadana esetyenziswayo (*procedural manual*).

Imisebenzi yakho iya kuquka:

- ukunceda nokunika inkxaso igosa lezokhuseleko lezikolo ekuphunyezweni imisebenzi yezempilo nezokhuseleko;
- ukunceda igosa lezokhuseleko lezikolo ekwenzeni imisebenzi yalo enxulumene nokuphunyezwa kwe*Nine Point Safe Schools Planning Process*;
- ukuqinisekisa ukusetyenziswa kwemiqathango yezempilo nokhuseleko ukunciphisa umngcipheko wokwenzakala xa kunokwenzeka kuvele iingozi kwimida yesikolo;
- ukunika inkxaso iinjongo zokwenziwa komsebenzi weSebe leMfundo leNtshona Koloni ngokukhusela abasebenzi, abafundi, nee-asethi ukuqinisekisa ukwenziwa kweenkonzo okuqhubelekayo;
- ukuncedisa ekuququzeleleni ulwazi ekuphumezeni imigaqo-nkqubo neenkqubo zempilo nezokhuseleko;
- ukungqinelanisa imiba yezempilo nokhuseleko lwesikolo namacebo ephondo nemigaqo-nkqubo kazwelonke ephambili ngokobaluleko;
- ukwakha ubudlelane nee-arhente zonyanzeliso-mthetho kunye nabathathi-nxaxheba ukuqinisekisa ukuba iziphumo zokhuseleko zenziwa ngokudibeneyo esikolweni.

Imisebenzi yakho iya kuquka:

- ukuya kuzo zonke iintlanganiso zeekomiti zokhuseleko;
- ukuncedisa ngokuququzelela nokucwangcisa zonke iinkalo ezinxulumene nempilo nokhuseleko emsebenzini njengoko kuceliweyo ngusihlalo, neziquka kodwa zingaphelelanga apha:
    - ukuhlolwa kweenkqubo/kwezixhobo zokhuseleko;
    - ukuqulunqa iingxelo zaqho ngenyanga zezokhuseleko;
    - ukuqulunqa nokuhlaziywa kwezicwangciso zokhuseleko;
    - ukunika ingcebiso ngokunxulumene nezicwangciso kwizicwangciso zokukhethwa nokwenziwa komsebenzi.
    - ukuhlolwa kwababoneleli-nkonzo;
    - ukucwangcisa iiprogram zokhuseleko.

Igama	**Isikhundla**	**Isignitsha**	**Umhla**
	USihlalo webhunga lolawulo		

Isitampu sesikolo

UKWAMKELA ISIKHUNDLA

Mna

ukwenjenje ndamkela isikhundla njengoko kuchaziweyo ngentla yaye ndiyangqina ukuba ndinolwazi ngemisebenzi eyenziwayo echaphazelekayo.

Isignitsha _____ Igama

Umhla: _____