



Reference: 20210315-1620
File no.: 12/12/45
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Circular: 0020/2021

Expiry date: None

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

Short summary: *This circular informs schools that the Safety and Security Resilience Scorecard will be the only tool used to classify the risk and rate the safety environment at a school.*

Subject: Safety and Security Resilience Scorecard

1. Introduction

- 1.1 The Safety and Security Resilience Scorecard (SSRS) was developed as part of the Western Cape Government's (WCG) Safety and Security Index using a risk-based approach.
- 1.2 The development of the SSRS tool is to assist with resource deployment to create a safe and secure environment at schools under the auspices of the WCG.
- 1.3 This tool must be used by schools to work towards reducing risk rating and creating resilience. The use of this tool does not mean that the facility is compliant with the Occupational Health and Safety (OHS) Act, 1993 (Act 85 of 1993) or any other safety and security legislation and regulations. The sources of information that were used to develop the SSRS include, *inter alia*, the following:
 - The OHS Act;
 - Minimum Information Security Standards (MISS), dated 04 December 1996; and
 - Minimum Physical Security Standards (MPSS), 2005.

- 1.4 The process to develop the SSRS tool has been widely consultative. All the relevant stakeholders (employer and employee parties) have been consulted during the development process. The Provincial Joint Operational and Intelligence Structure (ProvJoints), which coordinates all security and law enforcement operations throughout the province, has also signed off on the usage of the tool.
- 1.5 This circular aims to inform schools that this SSRS is **the only tool** which will be used to classify the risk and rate the safety environment at a school under the auspices of the Western Cape Education Department (WCED).

2. What is the Safety and Security Resilience Scorecard?

The SSRS addresses certain aspects of the implementation of the WCG Safety & Security Index identified in the OHS Act, MISS, MPSS and other applicable legislation. It is underpinned by 4 pillars, viz.:

- 2.1 Physical Security
The integrated management of space requires that there are shared roles and responsibilities.
- 2.2 School Governance
An influence strategy and shared vision of space needs to culminate in a Safety and Security Strategy.
- 2.3 Parents and Learners
The ownership of the space demands a need for Safe and Secure Methodologies.
- 2.4 Whole of Society
The protection of the space requires a Whole of Society mobilisation.

3. Purpose

- 3.1 The SSRS was designed to assist managers to conduct a preliminary and basic self-assessment of their safety and security management systems, risks, and preparedness measures.
- 3.2 The SSRS tool is used to gather data and quantify translated information and, in so doing, help facilities identify areas where measures may need to be implemented or where existing implementations may need to be improved.
- 3.3 The WCED is to use the results of SSRS to provide the appropriate support to the school which could include resource deployment.

4. Risk Rating

- 4.1 The process identifies internal threats and/or vulnerabilities;
- 4.2 The outputs provide a consolidated approach in mitigating threats and vulnerabilities; and

4.3 Based on the categories assessed, the description of risk will be rated as either low (green), medium (yellow) and high (red).

5. Benefits

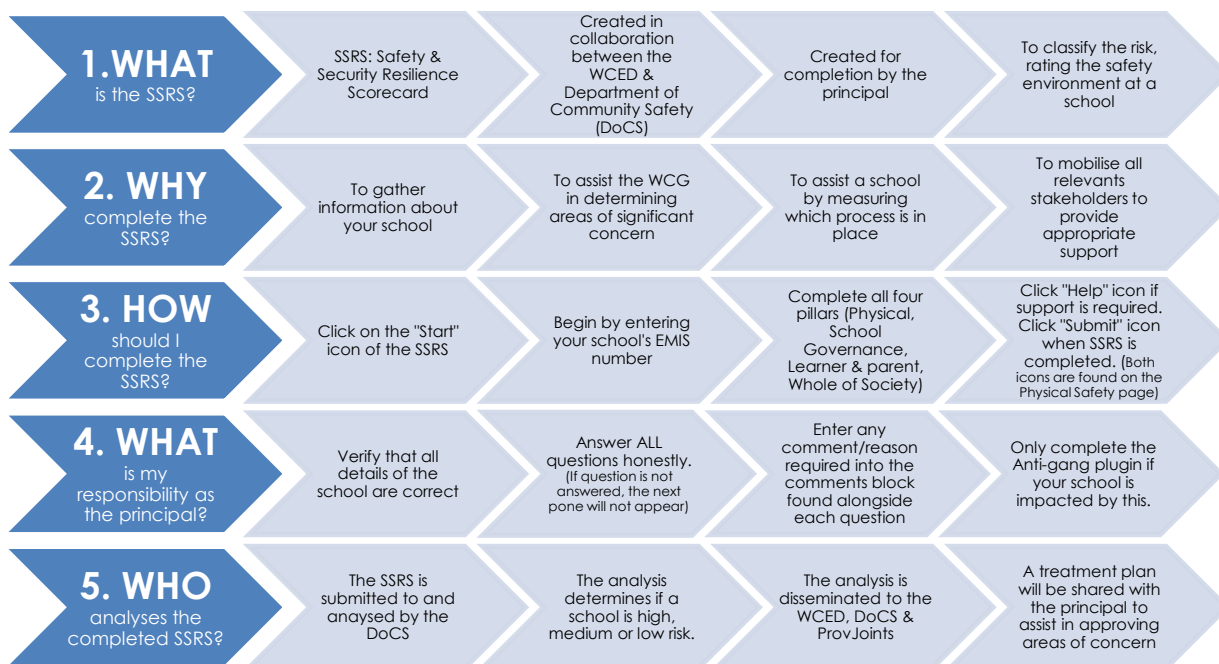
- Determines baseline data in terms of risks;
- Optimisation of current internal processes;
- Identification and recording a risk rating per school;
- Assessment of safety and security holistically;
- Flexibility to adapt to the changing environment; and
- A Strategic Overview is provided, and a Treatment Plan is recommended.

6. Implementation

6.1 SSRS training is being conducted by the WCED and must be fully implemented by 01 September 2021.

6.2 The tool will be distributed at identified training sessions and interactions with schools.

6.3 Below is a a SSRS information page for your ease of reference:



6.4 Please bring this circular to the attention of all the respective role players.

SIGNED: B WALTERS
HEAD: EDUCATION
DATE: 2021-04-21