

File no.: 26/2/1/5/ESM SOP
Reference: 20220623-3472

Circular: 0023/2022
Expiry date: None

To: District Directors, Chief Education Specialists, Deputy Chief Education Specialists, Deputy Directors, District Safe Schools Coordinators, Safe Schools Fieldworkers, Principals, and Governing Bodies

Short summary: *Reiterating the Education Safety Management Standard Operational Procedures to be followed relating to Safe Schools.*

Subject: Education Safety Management Standard Operational Procedures to be followed relating to emergency security procurement

1. The purpose of this circular is to reiterate the Education Safety Management (ESM) Standard Operational Procedures (SOP) to be followed relating to the procurement of services and goods in Safe Schools, enclosed as **Annexure A**.
2. The ESM SOP relating to procurement in Safe Schools must be implemented as it relates to National Treasury Instruction No. 2 of 2019/2020, enclosed as **Annexure B**
3. The content of the ESM SOP must be shared with all Western Cape Education Department (WCED) district officials including the governing bodies, School Safety Committees (SSCs) and staff members before any spending is done relating to the 2022/ 2023 Safe Schools' budget.
4. The District Safe Schools Coordinator must submit a schedule to the WCED Head Office with details of meetings to be held by (a) the Head of Management and Governance with the circuit manager of the specific district, (b) the Deputy Chief Education Specialist with the SSCs and representatives of governing bodies of the schools under the auspices of the specific district, and (c) the circuit manager with principals under his/her management.

5. The following proof that the action as indicated in paragraph 3 was completed, must be submitted: (a) letters convening these meetings, (b) agenda for these meetings indicating specifically that the ESM SOP to be followed relating to the procurement of services and goods in Safe Schools will be discussed/mediated, (c) the presentation, and (d) duly signed attendance registers. The proof must be signed-off by the relevant Head of Management and Governance.

6. Please bring the content of this circular to the attention of all relevant role players.

SIGNED: B WALTERS

HEAD: EDUCATION

DATE: 2022-06-13