

File no.: 26/2/1/9/SSLTS
Reference: 20231003-8487

Circular: 0029/2023
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 introduces the Safe Schools Logging and Tracking System.*

Subject: Introduction of the Safe Schools Logging and Tracking System

1. The Safe Schools Logging and Tracking System makes provision for schools to capture the following:
 - (a) school security infrastructure and security mechanisms that are currently installed
 - (b) school security infrastructure and security mechanisms that are required
 - (c) all school safety reports.
2. The system will provide a full overview of all school safety related information.
3. The system is designed to assist principals with conducting a self-assessment of their school safety and security infrastructure to identify possible mitigation measures to be implemented.
4. **Benefits**
 - 4.1 The system will provide a centralised database for all school safety related data which will be used to capacitate and/or provide the necessary support.
 - 4.2 The data can be updated as and when required.

5. **Implementation**

- 5.1 All schools are required to register to use the Safe Schools Logging and Tracking System via the following link: <https://wcedsafeschools.westerncape.gov.za>
 - 5.2 After registering, schools will be required to log in to the system and capture data pertaining to security infrastructure and safety related reports.
 - 5.3 A help button has been included in the system to assist with capturing information.
6. The Safe Schools Call Centre may be contacted on **0800 45 46 47** for further assistance.

SIGNED: B WALTERS

HEAD: EDUCATION

DATE: 2023-10-30