

File no.: 26/2/1/5/ESM SOP  
Reference: 20231115-9809

Circular: 0032/2023

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 Operating Procedure to be followed relating to the procurement of goods and services for Safe Schools.*

**Subject: Education Safety Management Standard Operating Procedure to be followed relating to the procurement of goods and services for Safe Schools**

1. This circular repeals and replaces Circular 0023/2022, dated 13 June 2022.
2. The purpose of this circular is to reiterate the Education Safety Management (ESM) Standard Operating Procedure (SOP) to be followed relating to the procurement of services and goods for Safe Schools, enclosed as **Annexure A**.
3. The ESM SOP pertaining to procurement of goods and services for Safe Schools must be implemented as it relates to National Treasury Instruction No. 2 of 2019/2020, enclosed as **Annexure B**.
4. 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 of funds as from 01 January 2024.
5. The District School Safety Officer must submit a schedule to the WCED Head Office with details of meetings to be held by the:
  - 5.1 Head of Management and Governance with the circuit manager of the specific district;
  - 5.2 Deputy Chief Education Specialist with the SSCs and representatives of governing bodies of the schools under the auspices of the specific district; and
  - 5.3 the circuit manager with principals under his/her management.

6. The following proof that the action as indicated in paragraph 3 was completed, must be submitted:
  - 6.1 letters convening these meetings;
  - 6.2 agendas for these meetings indicating specifically that the ESM SOP to be followed relating to the procurement of goods and services for Safe Schools will be discussed;
  - 6.3 duly signed attendance registers; and
  - 6.4 proof that it was signed off by the relevant Head of Management and Governance.
7. Please bring the content of this circular to the attention of all relevant role players.

**SIGNED:** B WALTERS  
**HEAD: EDUCATION**  
**DATE:** 2023-11-17