URhulumente
weNtshona Koloni

ULawulo loKhuseleko kwezeMfundo *(Education Safety Management (ESM))*

UXWEBHU LWEMIGAQO YOKWENZIWA KOMSEBENZI *(STANDARD OPERATING PROCEDURE (SOP))*

UXWEBHU LWEMIGAQO YOKWENZIWA KOMSEBENZI				
Iqela (amaqela) e-*SOP*	ULawulo loKhuseleko kwezeMfundo *(Education Safety Management (ESM))*			
Amaqelana e-*SOP*	A. Inkqubo yomsebenzi wolawulo lokungena nokuphuma kumasango *(Access control business process)* B. Inkqubo yomsebenzi wokhuseleko ngeholide nakwiimeko zongxamiseko *(Holiday and emergency security business)* C. Ukubeka esweni nokunika ingxelo ngemisebenzi ye-*ESM*			
Udidi	**Ummiselo**		**Umgaqo-nkqubo**	
	Isikhokelo		**Inkqubo**	
Imithetho, imigaqo-nkqubo, amaxwebhu/ iimanyuwali ezichaphazelekayo iincwadana ezizii-*handbooks*, iisistim	1. UmGaqo-siseko weRiphabliki yoMzantsi Afrika, 1996 (uMthetho 108 ka-1996) 2. UmGaqo-siseko wePhondo leNtshona Koloni, *(1997)* 3. I-*Criminal Procedures Second Amendment Act, 1997 (Act 85 of 1997)* [as amended] 4. I-*Employment of Educators Act, 1998 (Act 76 of 1998);* 5. I-*Firearms Control Act, 2000 (Act 60 of 2000)* 6. IMimiselo *Regulations for Safety Measures at Public Schools, epapashwe* kwi*Gazethi kaRhulumente* No. 22754, 2001: ISaziso 1040 ne*Gazethi kaRhulumente* No. 29376. ISaziso 876 sika-2006 7. I-*National Crime Prevention Strategy (National RDP Office, 1996)* 8. I-*National Education Policy Act, 1996 (Act 27 of 1996);* 9. I-*Occupational Health and Safety Act (OHSA),1993 (Act 85 of 1993)* 10. I-*Compensation for Occupational Injuries and Diseases Amendment Act, 1993 (Act 181 of 1993)* 11. I-*South African Schools Act (SASA),1996 (Act 84 of 1996) [As amended]* 12. I-*National School Safety Framework* 13. I-*Provincial School Safety Framework* 14. *I-Safe Schools Procedural Manual* 15. Uluhlu lokutshekisha lokuphunyezwa kwemigqaliselo yemithetho ye-*SASA* neminye imigqaliselo emalunga noku 16. UMthetho weMfundo weZikolo zePhondo leNtshona Koloni *(Western Cape Provincial School Education Act),1997 (Act 12 of 1997)* 17. ISikhokelo soKusetsha noKuhlutha ngeQubuliso, noKuvavanyelwa uTywala obuNxilisayo kunye neZiyobisi ezingekho mthethweni kwiZikolo zikaRhulumente, iSetyhula 0024 ka-2011, yomhla we-03 Oktobha 2011			

18 Uxwebhu i-*WCED Abuse No More Protocol, 2014*

19. IMimiselo i-*Regulations for Safety Measures at Public Schools*
IGazethi kaRhulumente No 29378, 2006; and
IGazethi kaRhulumente No 29000. ISaziso 876 sange-07 Julayi 2006

20. UMgaqo-nkqubo weSebe iWCED i-*WCED Policy and Protocol on Safety in School Science* iSetyhula: 22/2004

21. UKonakaliswa kweZakhiwo zeSikolo – iSetyhula 0247 ka-2003, yomhla we-18 Disemba 2003

22. UMgaqo-nkqubo woKuhamba iSikolo kwaBabafundi (*Learner Attendance Policy*), kwiGazethi kaRhulumente No. 3315, ISaziso Jikelele, Isaziso 361 sika-2010, yomhla we-04 Meyi 2010

23. UKuhlaziywa noKungeniswa kwesiCwangciso sesikolo sokuQulela okungekehli, iNgcaciso eMfutshane yeCandelo loLawulo loCwangciso loKuphathwa kwaMaziko 0006 ka-2011, yomhla we-05 Septemba 2011

24. ISetyhula: 33/2016: Abaqeshwa abonyulwe ezikhundleni ngokwesiqendu 16(2) njengoko kumiselwe nguMthetho wezeMpilo noKhuseleko *(Occupational Health and Safety Act* –

25. Ulawulo lweZikolo eZikhuselekileyo, iSetyhula 0005 ka-2017, yomhla we-17 Februwari 2017

	Ii-akronimi nezifinyezo	
	CCAC	Creative and Constructive Approaches to Conflict
	CES	*Chief Education Specialist*
	CES:ESM	*Chief Education Specialist: Education Safety Management*
	CM	*Circuit Manager*
	CSD	*Central Supplier Database*
	DCES	*Deputy Chief Education Specialist (district – responsible for ESM)*
	DCES:ESM	*Deputy Chief Education Specialist: Education Safety Management*
	DRM	*Disaster Risk Management*
	DSSO	*District School Safety Officer*
	DSSSW	*District School Safety Support Worker*
	ECP	*Education Continuity Plan*
	ESM	*Education Safety Management*
	HMG	*Head of Management and Governance (districts)*
	IMG	*Institutional Management and Governance*
	NSSF	*National School Safety Framework*
	NGO	*Non-governmental Organisation*
	OHSA	*Occupational Health and Safety Act*
	PSSF	*Provincial School Safety Framework*
	SCM	*Supply Chain Management*
	SSC	*School Safety Management*
	SSCC	*Safe Schools Call Centre*
Isalathiso se-*SOP* nenombolo yenguqulelo	2018: V 2.1; 2019-12-19: *Version 2.2; 2021-02-24: V3; 2023-07-25: V4*	
Ukungqinisiswa kwenkqubo emiselweyo	**SHAIK NAZEEM SHEIK ISMAIL** **IQINISEKISIWE YAYE ITSHEKISHWE NGU-:** ______________ **ISIGNITSHA:** ________________ **UMHLA:**___________	

Umhla oluvunywe ngawo	2023-09-22	Umhla wokuqaliswa kwalo:	2024-01-01	Umhla wokujongisiswa kwalo	

INKCAZO NGOKUHLAZIYWA

I-*Revision ref no.*	Luvunyiwe/ Lukhatyiwe	Umhla	Igunya	I-*Resolution Number* okanye isalathiso seengcaciso ezimfutshane
2023 – Inguqulelo 4	2023-09-22	2023-09-01		

1. Injongo

Ukuvelisa amaziko okugqwesa anamakhonco okubambana kwabahlali aluqilima, okufunda nokufundiswa okusemgangathweni nolawulo olusebenza ngempumelelo ukwenzela ukusiphula neengcambu onoobangela bolwaphulo-mthetho nobundlobongela.

2. Umhlaba oza kufikelelwa

Isicwangciso seSebe leMfundo leNtshona Koloni sokuvelisa izikolo ezikhuselekileyo sigxininisa ngokubanzi kukhuseleko lwabantu – ootitshala, abafundi nabasebenzi abanika inkxaso. Isicwangciso esinemingxilo emithathu (*three-pronged strategy*) siqulethe ezi ndidi zeeprogram (zidweliswe apha ngezantsi), yaye senzelwe ukuvelisa iindawo zokufunda ezikhuselekileyo, ezinenkathalo, ezikhuthazayo, ezinika ithemba, nezinentlonipho, ezinenkxaso negalelo ekufundiseni nasekufundeni.

2.1 **Iiprogram ezijongene nendawo esikuyo nesingqongileyo isikolo (*environmental programmes*)** apho izakhiwo zesikolo zikhuselweyo ngokulungisa iingcingo ezibiyela nezikhusela izikolo (ezingagqithanga ku-35 iimitha), ubude, ucingo oluyi-*mesh* ne-*razor wire*, idivayisi eziphathwayo ii-*hand-held metal detectors*, ii-*burglar bars* kwakunye nee-alam (*alarms*) eziqhagamshelaniswe nenkonzo ye-*armed response*.

2.2 **Iiprogram zokuphucula ulwazi nezakhono nezingendlela yokuziphatha (*Developmental and behavioural programmes*)** ezimiselweyo ukunika inkxaso, ukulungisa izimilo okanye ukukhuthaza

(a) abazali;
(b) abasebenzi abangengabo ootitshala;
(c) ootitshala; kunye
(d) nendlela yokuziphatha kwabafundi esikolweni.

Apho kunokwenzeka, abahlali babandakanyiwe nabo. Iiprogram ezifana nezokusonjululwa kwengxabano, ukunikwa iingcebiso kunxunguphalo nomothuko omkhulu, ukufumana iingcebiso koontanga nokufunda ngamalungelo abantu, ezisetyenziselwa ukulungisa izimilo. Ukongeza apho, kuqaliswa imisebenzi yezemidlalo neyezenkcubeko noqeqesho loqheliso kwezoshishino.

	2.3 **Iiprogram zeesistim** ezibandakanya indlela ehlanganisa konke engokuguqula indlela isikolo siphela esisebenza ngayo kuqukwa nokuphunyezwa kwee-*ECPs*. Ezi program ziquka uqeqesho lobunkokeli nolumalunga nolawulo, ukuphuculwa kweenkqubo zeziko, ubudlelane phakathi kwabahlali nolawulo olusebenzayo. Zikwaquka nokuqulunqa ikharityhulam efanelekileyo nokuqaphela nokunceda abafundi abasengozini. Amaqela obuhlakani abandakanya amanye amasebe karhulumente, kwakunye nemibutho engekho phantsi kukarhulumente (*NGOs*) kwakunye nawemibutho yasekuhlaleni, enzelwa ukujongana nemiba yokhuseleko nokhuselo.
3. I(i)njongo	3.1 Ukuqinisekisa ukuba uphuhliso lolutsha luxhaswa yimiba emalunga nezengqondo nezentlalo. 3.2 Ukuqinisekisa ukuba abahlali besikolo bakhuthazwa ukuba bazichase izenzo zolwaphulo-mthetho nobundlobongela, nezenzo ezimalunga neziyobisi nemisebenzi yemigewu ezikolweni. 3.3 Ukuqinisekisa ulawulo lokhuseleko olusebenzayo kumaziko eSebe leMfundo leNtshona Koloni (*WCED*) kuqukwa nee-*SSCs* ezisebenzayo, luya kubanegalelo kwimfundo esisiseko esemgangathweni kumntu wonke. 3.4 Ukuqinisekisa ukuba izikolo zinazo izixhobo yaye zikhuselwe ngeenkqubo nezixhobo zokhuseleko. 3.5 Ukuqinisekisa ulawulo olusebenzayo noluyimpumelelo lweemeko zongxamiseko ezimalunga nezenzo zoqhekezo (*burglaries)*, ukonakaliswa kwezakhiwo nolwaphulo-mthetho; 3.6 Ukuqeqesha izikolo kwi-*NSSF*, kwi-*ECP*, kwi-*CCAC*, ukusonjululwa kweengxabano zabafundi ngabanye abafundi *(peer mediation*), iziphumo zokusetyenziswa gwenxa kweziyobisi, ukuvavanyelwa iziyobisi, ukusetshwa nokuhluthwa kwazo kunye neeprogram ezichasene nokubhulishwa kwabafundi.

	3.7 Ukuqeqeshwa kwe-*SSCs* kwi-*Occupational Health and Safety (OHS)* nakuLawulo oluyi-*Disaster Risk Management (DRM)*.
4. Iingcaciso-magama	4.1 **Izitraktsha zezikolo ezisebenzisanayo:** Iqela lezikolo ngokommandla kwindawo yezikolo ezisebenzisanayo kwizicwangciso zokulwa nokuthintela ubundlobongela nezicwangciso zokulwa ulwaphulo-mthetho nobundlobongela obuphethe kakubi nobuchaphazela ezi zikolo kakubi. 4.2 **Indima edlalwa ngamapolisa nokhuseleko lwabahlali:** Amasebe kaRhulumente weNtshona Koloni enza umsebenzi wokhuseleko nokhuselo phakathi kwezinye izinto, nokunika inkxaso kwizicwangciso zothintelo lolwaphulo-mthetho. 4.3 **Iindawo ezikhuthaza ukungabikho nokuthintelwa kwezixhobo eziyingozi (*Dangerous object-free zone*):** Umphathiswa weMfundo emva kokuthethana neBhunga laBaphathiswa beMfundo (*Council of Education Ministers*), wabhengeza zonke izikolo njengendawo ezikhuthaza ukungabikho nokuthintelwa kwezixhobo eziyingozi *ngokwe-SASA* **(Njengoko kupapashiwe kwiGazethi kaRhulumente 29376, iSaziso sikaRhulumente 1128 sowe-10 Novemba 2006),** Ngoko ke, akukho mntu unokuphatha kuye okanye agcine kuye isixhobo esiyingozi kumasango esikolo sikarhulumente, ngaphandle kwamagosa onyanzeliso-mthetho xa esemsebenzini yaye benxibe iyunifom epheleleyo. Isixhobo esiyingozi sichazwa njengesixhobo esiqhushumbayo/idivayisi/umpu/isixhobo serhasi *(explosive material/device/firearm/gas weapon)* okanye nasiphi na isixhobo esiyi-*article/object/instrument)* esinokusetyenziselwa ukonzakalisa umntu/sibangele umntu afe amalungu omzimba okwethutyana (*temporarily paralysed*) okanye angabikho zingqondweni/sibangele umonakalo kwipropathi okanye nakwintoni na uMphathiswa ngokwesaziso kwiGazethi kaRhulumente, ayibhengeza njengesixhobo esiyingozi, ngaphandle kokuba isixhobo sisetyenziselwa iinjongo zezemfundo. 4.4 **Iprogram yongenelelo ngoncedo:** Le program iquka ukusebenza nokunika inkxaso abantwana abasemngciphekweni okanye abo babonisa iingxaki zendlela yokuziphatha esikolweni, ekhaya okanye ekuhlaleni.

	4.5 **Uvavanyo lokuqinisekisa iimfuno:** Yindlela ephonononongiweyo yobuchule esetyenziswa liSebe iWCED ukuhlela izikolo ngokwamanqanaba athile, nathi asetyenziselwe ukuxhasa izikolo ngezimali ezineeprojekthi zokulawula nokuthintela ulwaphulo-mthetho. 4.6 **Igosa lezokhuseleko:** Inqununu okanye umqeshwa ekudluliselwe kuye amagunya ngencwadi ebhaliweyo, yinqununu esikolweni ukuba alawule ukhuseleko. 4.7 **I-*DSSO*:** Igosa lesithili eliqeshwe liSebe iWCED ukuququzelela, ukulawula ukhuseleko nokhuselo esikolweni apha ngaphakathi kwisithili. 4.8 **Izikolo ezisengozini** 4.8.1 <u>Isikolo esisengozini enkulu:</u> Ngokwe-*Risk Self-Assessment Tool* (*RSAT*), zimbalwa (0% - 49%) izinto (*elements*) zeprogram yokhuseleko lweziko esele ziphunyeziwe. 4.8.2 <u>Isikolo esisengozini ephakathi:</u> Ngokwe-*Risk Self-Assessment Tool (RSAT)*, zininzi (50% - 79%) izinto (*elements*) zeprogram yokhuseleko lweziko esele ziphunyeziwe. 4.8.3 <u>Isikolo esisengozini ephantsi :</u> Ngokwe-*Risk Self-Assessment Tool (RSAT)*, uninzi (80% -100%) lwezinto (*elements*) zeprogram yokhuseleko lweziko sele ziphunyeziwe. 4.9 **Iprogram yokubeka esweni:** Iprogram apho abantu abangumzekelo abadala banika iingcebiso ulutsha olusengozini, nononophelo nenkxaso kwithuba lexesha elithile yaye ngale ndlela babancede bandise amathuba amahle abo okuba babe ngabemi besizwe abanoxanduva.
5. Imiqathango	5.1 Ukunika inkxaso abahlali bezikolo kwimigudu yabo yokubuyisela ulawulo lweemeko zokhuseleko nokhuselo lwabo. 5.2 Ukugxininiswa nokuphunyezwa kweNkqubo i-*Nine-Point Safe Schools' Planning Process* yeSebe iWCED. 5.3 Ukuqaliswa kweeprogram zongenelelo ngoncedo ukuqaphela oonobangela bezehlo namanyathelo othintelo ukuphelisa naziphi na iimeko eziyingozi. 5.4 Ukwandiswa okanye ukongezwa kweenkqubo zokhuseleko eziyimfuneko.

	5.5 Ukufumana uncedo lwee-arhente zonyanzeliso-mthetho, lwabazali nabasebenzi ukudala indawo engqonge ukufunda ekhuselekileyo ukwenzela abafundi. 5.6 Ukusoloko kulandelwa imigqaliselo yomthetho nemigaqo-nkqubo (equka ngokukodwa i-*PSSF* ngokudibene ne-*NSSF*), xa kusenziwa imisebenzi.
6. Umsebenzi oluxanduva	6.1 *I-**CES ye-ESM ne-DCES ye-ESM*** Ukuququzelela ubudlelwane obuphakathi kwamasebe nangaphakathi kwamacandelo amasebe ngokumalunga nokhuseleko nokhuselo kwinqanaba lephondo nokunika inkxaso kwi-*DDSOs*. 6.2 I-***DSSO*:** ukuququzelela nokwenza indawo engqonge isikolo ibe yekhuselekileyo nenokhuselo. 6.3 **I-DSSSW:** ukuncedisa i-*DSSO* ekuququzeleleni indawo engqonge isikolo ibe yekhuselekileyo nenokhuselo.
7. Uxanduva lokuphendula namagunya	7.1 **Ukuphunyezwa:** Ukugxininisa okukhawulezileyo kuyo yonke imisebenzi yeZikolo eZikhuselekileyo ze-*ESM* 7.2 **Ukuthotyelwa kwemigaqo:** ICandelo le-*IMG* ngecandelwana: le-*ESM* limele ukuqinisekisa ukuthotyelwa nokulandelelwa kwemigqaliselo esebenzayo equlethwe kwimiyalelo, kwiisetyhula, kwimigaqo-nkqubo nezigunyaziso ezichaphazelekayo zeSebe iWCED ngokumalunga nolawulo lokhuseleko nokhuselo kumaziko eSebe iWCED. 7.3 **Ukubekwa esweni nokuhlolwa kweeprogram** 7.3.1 Iiprogram zeholide nezasemva kokuphuma kwesikolo zibekwa esweni yaye zihlolwe ngamagosa esithili nangamagosa e-*ESM*. 7.3.2 Ukutshekishwa kokuthotyelwa kwemigaqo nokuphunyezwa kwemigqaliselo yomthetho okuqhutywa ngamagosa e-*ESM* akwaNdlunkulu (*HO*) ne-*DSSO*. 7.3.3 I-*DSSO* mayizalise uluhlu lokutshekisha i-*School Safety checklist* kwikhompyutha ukwenzela izikolo zikarhulumente zaseNtshona Koloni. 7.4 **Ukuqulunqwa/Ukujongisiswa kweenkqubo:** ICandelo le-*IMG* ngecandelwana le-*ESM* limele ukuqinisekisa ukujongisiswa nokwenziwa kweenkqubo kanye qho kwiminyaka emibini. 7.5 **Abasemagunyeni abanika imvume:** Ngokwamagunya adluliselweyo

	7.6 **Ukucaciswa neengcebiso:** ICandelo le-IMG ngecandelwana: le-*ESM* kukunika iingcebiso ezibubuchule ngokumalunga nemiqathango yokwenziwa kwenkonzo eyimfuneko.
8. Ngubani ekuthethwe naye ngokumalunga neSOP	8.1 I-CES ye-*ESM* nekomiti yakwaNdlunkulu (*HO*) ngaphakathi kwicandelwana ne-*DSSO*
9. Ngubani omele ukwazi ngale SOP?	**Ngamagosa amele ukuyiphumeza** 9.1 **NguNdlunkulu (*HO*):** NguMlawuli we-*IMG*, we-*CES*: we-*ESM*, we-*DCES* we-ESM, umlawuli oncedisayo we-SSCC, ikomiti yee-arhente zeZiko leeFoni *(Call Centre agents' team*), umlawuli wesithili, i-*HMG*, i-*SSC*, i-*DSSO*, i-DSSSW 9.2 **Umlawuli wesithili** I-*HMG*, i-*DCES*, i-*SSC*, i-*DSSO*, i-*DSSSW*
10. Isicwangciso sokuphunyezwa kwe-SOP	IsiCwangciso seNtsebenzo saQho ngoNyaka
11. Izibonelelo ezifunekayo	11.1 Ibhajethi efumanekayo; 11.2 Inani elifanelekileyo nelaneleyo labasebenzi ; kunye 11.3 Nezixhobo zethekhnoloji nezonxibelelwano.
12.Iimpendulo kwimibuzo ebuzwa qho	12.1. **Yinkxaso enjani eya kufunyanwa zizikolo ezisengozini?** **Impendulo:** Udidi lwenkxaso [ukuhlolwa kweemeko zezoyikiso, ukuqatshelwa kweemfuno zesikolo, ukubonelelwa ngenkxaso kwezethekhnoloji eyi-*technical support*] eya kunceda abahlali besikolo kwimigudu yabo yokubuyisela ulawulo kwakhona lwemeko yokhuseleko nokhuselo lwabo. (a) Ukunikwa iingcebiso kunxunguphalo kunye nomenzakalo omkhulu neengcebiso ziisayikholojisti zee-ofisi zesithili nonoontlalontle kwakunye neyunithi ye-*Employer Health and Wellness Programme unit.* (b) Ukuqaliswa kweeprogram zongenelelo ngoncedo ukuqaphela oonobangela boku. (c) Ukuqaliswa kwamanyathelo othintelo okunqanda nayiphi na imeko [umzekelo, ungenelelo ngoncedo kwizenzo zobugewu, iiprogram ezahlukileyo, ii-*CCAC*, ukusonjululwa kweengxabano zabafundi ngabanye abafundi. (d) Ukwandiswa okanye ukongezwa kwazo naziphi na iinkqubo zokhuseleko eziyimfuneko; kunye

(e) Nokufumana iiprogram zoncedo zee-arhente zonyanzeliso-mthetho ukuncedisa ekupatroleni, kunye nemisebenzi ehlanganisa amacandelo neziko lokwenziwa kwemisebenzi ehlanganisa amacandelo.

12.2 **Isikolo singafikelela njani kule nkxaso?**

Impendulo:
Ngokuqhagamshelana ne-*SSCC* ku:0800 45 46 47 okanye i-ofisi yesithili yeZikolo eZikhuselekileyo.

12.3 **Yeyiphi inkxaso yeziseko zophuhliso isikolo esinokuyicela kwiZikolo eZikhuselekileyo?**

Impendulo:
IZikolo eZikhuselekileyo zinokubonelela ngezi nkqubo zokhuseleko zilandelayo: ukulungiswa kweengcingo (*perimeter fencing*) (ezingekho ngaphezu kwe-35m) iigeyithi ii-*motorised gates*, iigeyithi zabahambi ngenyawo (*pedestrian monitoring gates*), i-*videocom*, i-*alarm system* eqhagamshelaniswe no-*armed response*, iingcingo ii-*barbed wire* ne-*mesh wire*, ii-*burglar bars*, iigeyithi ii-*safety gates*, ne-*stone guards*.

12.4 **Yeyiphi inkqubo eyimfuneko ukufikelela kule nkxaso?**

Impendulo:
(a) Zonke izehlo zolwaphulo-mthetho esikolweni nezobundlobongela zimele ukuchazwa kwi-*SSCC* nakwi-*South African Police Service (SAPS)*, apho kuyimfuneko.
(b) Isikolo simele ukwenza isicelo ngencwadi ebhaliweyo kumlawuli wesithili okanye kwi-*DSSO* ye-ofisi yesithili echaphazelekayo.
(c) Omakubandakanywe kwileta kumele ukuba ziinkcukacha zazo zonke izehlo ekunikwe ingxelo ngazo kwiZiko leeFoni, iinombolo zetyala zakwa-*SAPS* nefom i-*baseline assessment form*.
(d) I-*DSSO* iya kundwendwela isikolo kulo ndawo sikuyo (***in loco** site visit)* ukuya kuhlola ingozi esikuyo.
(e) Isikolo esikwindawo enobungozi esingakhange sikhethwe njengesikolo esisengozini enkulu siya kunikwa inkxaso xa kukho imeko yongxamiseko.
(f) Isikolo esingakhethwanga kwinkqubo yenkxaso yezokhuseleko sinokwenza isicelo ngencwadi ebhaliweyo kumlawuli okanye kwi-*DSSO* okanye ngesistim eyi-*Safe Schools Management Information System* enika izizathu ezivokothekileyo ezimalunga nemfuno yaso yenkxaso yeenkqubo zokhuseleko.
(g) Nayiphi na imibuzo mayibhekiswe kwi-*DSSO* echaphazelekayo.

12.5 **Yeyiphi imigaqo enokulandelwa ngootitshala kwiimeko zokungathotyelwa kweMigaqo yoKuziphatha yeSikolo okuxhomisa amehlo kakhulu?**

Impendulo:

(a) Makulungiselelwe iingxoxo zoluleko ngokwemigaqo yokuziphatha emiselwe kwimimiselo ejongene nokunqunyanyiswa nokugxothwa kwabafundi.

(b) Ummangali makanike ingxelo ngokuziphatha kakubi komfundi kwisitraktsha esimiselwe sisikolo, yinqununu/libhunga lolawulo.

(c) Isithili masenze amalungiselelo eeprogram zootitshala ukulawula indlela yokuziphatha kwabafundi ngokusebenzisa iindlela zokohlwaya ezizezinye ezingekuko ukohlwaya ngokubetha *(corporal punishment)* ngokwenkqubo yekomiti eyenza imisebenzi emininzi (*multi-functional team approach)*.

(d) Kwiimeko ezingaphaya kwamandla, apho abafundi babonisa iingxaki ezimalunga nokuziphatha, mabathunyelwe kwisithili ukulungiselela iiprogram zophuhliso lwabafundi ngabodwa phambi kokubuyiselwa ezikolweni.

(e) Apho indlela yokuziphatha komfundi ibonisa ukuba ibangela uloyiko lomenzakalo emzimbeni nakubomi bukatitshala, inqununu, ibhunga lolawulo linokukubona kuyimfuneko ukukhusela amasango esikolo sikarhulumente kwakunye nokukhusela abantu abakuso.

(f) Kwiimeko ezixhomisa amehlo kakhulu kucetyiswa ukuba iingcebiso ezimalunga nokugxothwa komfundi mazenziwe kwiNtloko yeSebe (*HOD*) libhunga lolawulo.

12.6 **Uthini umgaqo wokuvalwa kwesikolo ngenxa yobundlobongela bemigewu?**

Impendulo:

Kukhethwa ukuba isikolo singavalwa, koko makwenziwe iinzame zokuyizinzisa imeko kumasango esikolo ngokukhawuleza ngethuba okanye emva kokuqhambuka kwezenzo zobundlobongela bemigewu esikolweni. Ukuba kubonakala kuyimfuneko ukuvalwa kwesikolo, inqununu ne-*SSC* mabajonge kuluhlu lokutshekisha yaye banike iingcebiso kumlawuli wesithili okanye kulowo kudluliselwe kuye amagunya abaya kuthi babonisane ne-*HOD* enokunika imvume yokuvalwa kwesikolo. Kucelwa kufundwe kwicandelo 16(4) le-*SASA*.

Uluhlu lokutshekisha ukwenzela isicelo sokuvalwa kwesikolo ngenxa yobundlobongela bemigewu:

<u>Imibuzo ephambili enokubuzwa:</u>

(a) Bangaphi abafundi abaya kuzihlalela ekhaya kungekho mntu ubajongileyo kwiindawo ezinobundlobongela?
(b) Ingaba isikolo sinenkqubo esebenzayo yokwazisa abazali ngokuvalwa kwesikolo ngaphambi kwexesha?
(c) Ingaba abazali banako ukwenza amanye amalungiselelo ukunceda abafundi?
(d) Ingaba ukudubulana kuqhubeke phi?
(e) Ingaba yazisiwe i-*SAPS*?
(f) Ingaba i-*SAPS* nezinye ii-arhente zonyanzeliso-mthetho ziyapatrola ngokufanelekileyo?
(g) Ingaba ukudubulana kungahle kuqhubeke imini yonke (ingcaciso yobuntlola)?
(h) Ingaba iqondo lomothuko lingakanani?
(i) Kwenzeke ntoni? Ukubulawa komntu, ubundlobongela bemigewu, ukuzibulala, ukudubulana?
(j) Ingaba usweleke phi umntu, uphi umenzakalo okanye umothuko omkhulu? (Ukusweleka, umenzakalo okanye umothuko omkhulu owenzeka kwimihlaba yesikolo kunzima ngokungaphezulu ukuqubisana nako.)
(k) Ngubani obonileyo xa kusweleka umntu, kukho umenzakalo okanye umothuko omkhulu? (Kubalulekile ukwazi okuqhubekayo ukwenzela ukulungiselela ukubonelela ngentunthuzelo neengcebiso)
(l) Zeziphi ezinye izehlo eziyintlekele ezichaphazele esi sikolo ngokukhethekileyo?
(m) Ngobani abophuli-mthetho?
(n) Ukuba kunokugqitywa ekubeni kuvalwe isikolo yaye bagoduke abafundi, ingaba leliphi ixesha elifanelekileyo? *(Oku kuya kuthathwa isigqibo ngako emva kokuthethana ne-SAPS neyunithi yesixeko eyi-Law Enforcement unit)*.
(o) Ingaba kuya kuba yimfuneko kwi-*SAPS* ukuba ihambe nabafundi ukubagodusa, yaye ingaba iyafumaneka i-*SAPS*?

12.7 **Abenza umsebenzi abenza i-*SSC*?**

Impendulo:
(a) I-*SSC* yikomiti yebhunga lolawulo.
(b) Usihlalo wayo makabe lilungu elinelungelo lokuvota lebhunga lolawulo. Icandelo 17 le-*OHSA* licacisa ukuba kubaqeshwa abayi-20 ukuya ku-50 qho kumele kubekho ummeli wokhuseleko omnye kumasango esikolo.
(c) Igosa lokhuseleko elisesikolweni (*school-based safety officer*) liya kusizalisekisa esi sigunyaziso. Inqununu kufuneka ityumbe igosa lokhuseleko ngencwadi ebhaliweyo.

(d) I-*SSC* inokuquka amalungu ebhunga lolawulo (*GB)* nabameli bemibutho yezenkolo nezemidlalo, eyezolawulo, eyamashishini asekuhlaleni, i-*SAPS* yasekuhlaleni, urhulumente wengingqi, abazali nemibutho yasekuhlaleni.

(e) Ibhunga lolawulo linokutyumba abantu ekuhlaleni amabasebenze kwi-*SSC* kodwa i-*SSC* mayichotshelwe lulungu elinelungelo lokuvota lebhunga lolawulo.

12.8 **Zeziphi iinkalo zomsebenzi oyimfanelo webhunga lolawulo?**

Impendulo:

Ukungqinelana nemisebenzi ecaciswe kwi-*SASA*, iinkalo zemisebenzi eyimfanelo zezi zilandelayo:

(a) Ukongamela nokubeka esweni i-*SSC;*

(b) Ukufumana iingxelo zaqho ngenyanga ngokuqhubekayo;

(c) Ukuphononongwa kweengcebiso ze-*SSC*. Ukuba kuyavunyelwana, isicwangciso sivunywa yintlanganiso ebizwe ngokusemthethweni nenekhoram yebhunga lolawulo, yaye ibhunga lolawulo maliqinisekise ukuba siyaphunyezwa isicwangciso.

(d) Ulawulo (olukukubeka esweni nokuhlolwa/nokuvavanywa) kokuphunyezwa nokuqhubekayo kwisicwangciso.

12.9 **Iinkonzo zokhuseleko kwiimeko zongxamiseko ziya kwenziwa nini esikolweni?**

Impendulo:

Isikolo egameni lebhunga lolawulo, lenza isicelo esimiselweyo ngokuqala kugqithwe kwi-*DSSO*. Nangona i-*DSSO* inokucebisa ngale mfuno, isigqibo sesoMphathi weZikolo eZikhuselekileyo wephondo owenza umsebenzi wokukhupha ileta yemvume kwimeko yesigqibo esinika ithemba.

12.10 **Zeziphi iinkalo zomsebenzi oyimfanelo we-*SCC*?**

Impendulo:

Iinkalo eziyimfanelo zomsebenzi we-*SSC* zezi:

(a) Ukuhlolwa kweenkqubo/kwezixhobo zokhuseleko;

(b) Ukuqulunqa iingxelo zokhuseleko zaqho ngenyanga;

(c) Ukunika ingxelo qho ngemiba yempilo nokhuseleko kwibhunga lolawulo.

(d) Ukuqulunqa nokuhlaziya i-*ESP* nokungenisa iingcebiso kwibhunga lolawulo neziquka:

(i) IsiCwangciso i-*Comprehensive Safety Plan*

(ii) IsiCwangciso sokuQulela okungekehli;

(iii) IsiCwangciso sokuQulela okungekehli seZehlo zoGwayimbo;

(iv) IsiCwangciso i-*Electricity Disruption Plan*; kunye

(v) nesiCwangciso sokulungela ukuqubisana nentlekele

	(e) Ukunika iingcebiso ngokumalunga nezicwangciso zokukhethwa nokuphunyezwa kweenkqubo; (f) Ukuhlolwa kweenkqubo zababoneleli-nkonzo *(SPs)* (g) Ukucwangcisela iprogram ngokumalunga neenkqubo zokhuseleko; (h) Ukumelwa kwikomiti yokhuseleko yezikolo ezisebenzisanayo. (i) Nokuphononongo nokuhlola inkqubela ngamaxesha athile. 12.11 **Kutheni kuhlolwa iinkqubo zokhuseleko esikolweni?** **Impendulo:** (a) Ukuqokelela idatha efanelekileyo ngokumalunga noonobangela bolwaphulo-mthetho; (b) Ukuhlolwa kobungakanani bayo nefuthe layo ingxaki; (c) Ukuqatshelwa kwezikhewu kwiinkqubo zokhuseleko; (d) Ukuqatshelwa kwemiba isikolo nabahlali abanqwenela ukuyitshintsha; kunye (e) nokuqaphela imiba efuna ukuphuculwa okanye ukutshintshwa.
13. I(sa)zalathi zeNtsebenzo:	(a) Ukuqokelela nokuqulunqa/ukushwankathela uvavanyo lokuqinisekisa iimfuno; (b) Izikolo eziqatshelweyo ezifuna iinkqubo nezixhobo zolawulo zinikwa inkxaso. (c) Izicwangciso zokwenziwa kweenkqubo zingeniswa kwi-*SCM* yaye zivunywa yi-*SCM*. (d) Iinkqubo/izixhobo zokhuseleko ziyafakwa; (e) Iingozi ziyathintelwa yaye zipheliswe; (f) Izicwangciso zokhuseleko ziyasebenza esikolweni. (g) Izicwangciso zongxamiseko ziyasebenza esikolweni. (h) Kunikwa inkxaso neengcebiso kumothuko omkhulu; (i) Izikolo ezikhethiweyo ziyaqeqeshwa kwi-*OHS/DRM*. (j) Kuhlaziywa ii-*Education Continuity Plans and Comprehensive Safety Plans (ECPs)* nezicwangciso zokhuseleko ezineenkcukacha ezibanzi. (k) Zonke izikolo ezisengozini enkulu eziqeqeshwe kwi-CCAC, kwinkqubo yokusonjululwa kweengxabano zabafundi ngabanye abafundi, kwiziphumo zokusetyenziswa gwenxa kweziyobisi, ukuvavanyelwa iziyobisi, ukusetsha nokohluthwa kwazo. (l) Uphuhliso lolutsha – Abafundi bathatha inxaxheba kwiiprogram zeholide, kwiiprogram zasemva kokuphuma kwesikolo nakwamanye amaphulo ongenelelo ngoncedo.
14. IziHlomelo	1. *Uxwebhu i-Managing Safety and Security within WCED Institutions (PSSF)*

Amaqelana e-SOP	
Igama leNkqubo yoMsebenzi	**INKQUBO YOMSEBENZI YOLAWULO LOKUNGENA NOKUPHUMA I-*ACCESS CONTROL BUSINESS PROCESS***
Imihlaba efikelelwayo	**Ukubonelelwa ngeenkqubo zokulungiselela ukhuseleko ezizezona zisezantsi kwizikolo ezikhethiweyo eziqatshelweyo, kuqukwa:** • Isistim ye-alam edibene nenkonzo ye-*armed response;* • Ii-*burglar bars;* • Ii-*stone guards;* • Iigeyithi zokubeka esweni abangenayo nabaphumayo abahamba ngenyawo; • Ii-*motorised access gates;* • Iigeyithi zokhuseleko kwiminyango yokhuseleko nasezipasejini; • Kuphakanyiswe ucingo oluyi-*barbed wire* lube kubude bocingo olurhangqe isikolo *(perimeter fence)* (naluphi na ucingo olurhangqileyo); kunye • nokutshintshwa okanye ukulungiswa kocingo olurhangqe isikolo olungekho ngaphezu kweemitha eziyi-35m kwiimeko zokubakho kwezehlo zokoyikisela ubomi bomntu nokonzakala emzimbeni. **Kwiimeko ezikhethekileyo, emva kothethathethwano nokuthathela ingqalelo isoyikiso sokuphulukana nobomi namalungu omzimba, kunokugqithwa kwimitha eziyi-35. Lo ayingommiselo kodwa yimeko engaqhelekanga. Ubungqina bokunika izizathu ezithethela ukunxaxha koku, ziya kuquka kodwa azinakuphelela kwidatha efumaneka kwingxelo ye-*SSCC* neenombolo ezizii-*case numbers* ze*SAPS* njengobungqina bokunikwa kwengxelo ngala matyala kwi-*SAPS*.**
Imithetho nemigaqo-nkqubo efanelekileyo	• I-*SASA* • I-*OHSA* • UMthetho weMfundo weZikolo zePhondo leNtshona Koloni,1997 (uMthetho 12 ka-1997); • Uxwebhu i-*Procedural Manual for Managing Safety and Security within WCED Institutions* (PSSF) • I-*Public Finance Management Act (PFMA), 1999 (Act 12 of 1999);* • INgcaciso eMfutshane yeCandelo yoLawulo lweMicimbi yezeMali 0002/2011, yomhla we-08 Februwari 2011

Igama leNkqubo yoMsebenzi	ULAWULO LOKUNGENA NOKUPHUMA KUMASANGO				
Inkcazo yomsebenzi	**Umnini womsebenzi**	**Ulawulo**	**Abenza umsebenzi**	**Ixesha elisikiweyo**	**Isiphumo somsebenzi**
1. Ukuqatshelwa kwenkqubo	Isithili	• Ukuhlolwa kwenkqubo okwandlalelayo • Imizuzu yeentlanganiso zebhunga lolawulo ezibalulekileyo • Iimfuno ngenxa yoqhekezo nokonakaliswa kwezakhiwo	Isithili Isikolo	Oktobha Novemba Ngokuqhu-bekekayo	Uluhlu lolawulo lokungena nokuphuma kwizakhiwo luyaqukunjelwa
2. Ukungqinisiswa kwemfuno	Isithili	• Ukuhlolwa okwandlalelayo • Ukundwendwelwa kweziko	I-DSSO yesithili	Januwari-Februwari	Ukungqinisiswa kuqukunjelwe
3. Ibhajethi eyimfuno	Isikolo	• Makuqulunqwe iinkqubo emazenziwe • Kwenziwa isicelo kwi-*SCM* ukulungiselela inkqubo yeziniki-maxabiso	I-DSSO	Matshi-Apreli	Isicwangciso esincinci sokwenziwa komsebenzi singeniswe kwi-*SCM*
4. Ukwabiwa kwebhajethi	Isithili	• Ukunikwa kweziniki-maxabiso • Ibhajethi eyabelwe isithili ukwenzela ii-odolo zemisebenzi.	I-SCM I-DSSO	Apreli - Meyi	I-*DSSO* yazisiwe ngeziphumo yaye isikolo sazisiwe ngomboneleli-nkonzo *(SP)* onikwe ithenda
5. Ukusayinelwa sisithili	Isithili	• Igqityiwe ishedyuli yomsebenzi • INgcaciso eMfutshane yoLawulo lweMicimbi yezeMali igqityiwe	I-DSSO	Julayi-Agasti	Ukusayinelwa kokungqinisiswa komsebenzi kugqityiwe wathunyelwa kwi-ofisi yesithili (DO) yeSCM
6. Intlawulo yenziwe kwi-SP	Isithili I-*SCM*	• Ukungqinisiswa kwamaxwebhu afakiweyo nokugunyaziswa yi-SCM	I-SCM	Agasti - Septemba	Kuhlawulwa nge-EFT kwi-SP I-DSSO yazisiwe

Igama leNkqubo yoMsebenzi	UKHUSELEKO NGEHOLIDE				
Inkcazo yomsebenzi	**Umnini womsebenzi**	**Ulawulo**	**Abenza umsebenzi**	**Ixesha elisikiweyo**	**Isiphumo somsebenzi**
1. Ukuqatshelwa kwenkqubo	Ukuqatshelwa kwenkqubo kuyaqhubeka	• Iikhrayitheriya ezisekelwe koku: - iingozi kwipropati - Iinkcukacha-magama - ze-SSCC zonyaka-mali abalandelelanayo emazisetyenziswe - Iindawo ekuxhaphake kuzo ubundlobongela ze-*SAPS* - Ezinye iingozi zangaphandle	Isithili Isikolo	Apreli - Matshi	Uluhlu lwezikolo luqukunjelwe

		- Ukusetyenziswa kwe- *Resilience Scorecard*			
2. Ukungqinisiswa kwemfuno	Isithili	• Ukuhlolwa okwandlalelayo • Ukundwendwelwa kweziko • Iinkcukacha-manani zeSSCC	I-DSSO yesithili	Apreli - Matshi	Ukungqinisiswa kuqukunjelwe
3. Ibhajethi eyimfuno	Isikolo	• Ukuqulunqa uxwebhu lwezikolo olusisikhokelo - Inkonzo zonoogada zeeyure eziyi-24 - Inkonzo zonoogada zeeyure eziyi-12 • Ukufuna i-*SPs* zeminyaka emithathu ubuncinane ezizii-*Private Security Industry Regulatory Authority (PSIRA)* ezibhaliswe kwiziko ledatha le-*CSD* linike ikowuteshini	Ibhunga lolawulo okanye Ikomiti yezemali yesikolo	Apreli - Matshi	Ukufunyanwa kwekowuteshini
4. Ukuqulunqwa kwesicwangciso sokwenziwa komsebenzi	Isikolo	• INgcaciso eMfutshane yoLawulo lweMicimbi yezeMali • I-SASA	Ibhunga lolawulo I-*SSC*	Apreli - Matshi	Isicwangciso sokwenziwa komsebenzi esiqukunjelwe yaye silungele ukuthunyelwa kwisithili
5. Ukwabiwa kwebhajethi	Isithili	• Iikowuteshini ezivela ezikolweni • Ibhajethi eyabelwe isithili	I-*DSSO*	Apreli - Matshi	Isikolo sazisiwe ngenkxaso-mali emiselwe yibhajethi efumanekayo
6. Ileta yokuvunywa kwayo	Isithili	• Ileta ehamba kunye nayo evela esikolweni • Ileta yokuvunywa kwayo ekhutshwe yi-*DSSCO* kuphela EMVA kokuba ezi ayithem zilandelayo zilungisiwe. • Ifom WCED 043 • I-*Declaration of Interests (WCBD4)* • Iimvumelwano zezemali • I-SS 002 • Iikowuteshini ezintathu ezinamaxwebhu ahamba kunye nazo kwikowuteshini nganye. Ukutenxa kuya kuvunyelwa kwimeko yokuba xa ikowuteshini ezihamba noku zingenako ukufumaneka = inqununu/inkokeli yezikolo ezisebenzisanayo kufuneka inike ubungqina obubhaliweyo beenzame zokufumana ikowuteshini	I-*DCES* (yeCandelo loLawulo noKuphathwa kwamaZiko) I-*DSSO*	Apreli - Matshi	Isikolo sifumana ileta yokuvunywa kokuqaliswa kweprojekthi. I-SP yazisiwe yaye kwakuqukunjelwa iprojekthi, inqununu isayinela yaye ithumele i-invoyisi esayinisweyo kwisithili.

		kunye nengxelo evela kwi-SAPS – mayibe yeyentsusa, akufuneki zikopi. Oku akungommiselo. • Kwiimeko ezingaphaya kwamandla, i-*DSSO* inokwenza izigqibo kunye ne-HMG apho kunokwenzeka oku. • Ubhaliso lwe-*SP CSD* (uxwebhu oluprintiweyo olunomhla wenyanga enye phambi okanye emva komhla wekowuteshini) • ISatifikethi i-*Tax Clearance Certificate* • Ubungqina bokuthotyelwa kwe-*PSIRA* yangoku • I-*Service-level agreement* (*SLA*) yethuba lenkonzo eyenziwayo • WCBD4: Ukuchazwa kokuchaphazeleka (Declaration of Interests) kwikowuteshini nganye • Imizuzu yeentlanganiso zebhunga lolawulo/zezikolo ezisebenzisanayo (ukukhethwa kwe-SP) nerejista yokubakho kwintlanganiso • Ukukhethwa kwe-SP zizikolo ezisebenzisanayo. Ibhunga lolawulo malinike isigunyaziso esibhaliweyo kwiKomiti yezeMali (FinCom)			
7. Ukusayinelwa sisithili	Isithili	• Isicwangciso sokwenziwa komsebenzi esiqulunqwe ku-no 6 kuqukwa: ✓ Uluhlu lokutshekisha IsiHlomelo A: ✓ PGWC 013 ✓ PGWC 002 • INgcaciso eMfutshane yoLawulo lweMicimbi yezeMali	I-*DSSO* UMlawuli weSithili	Apreli - Matshi	Ukusayinelwa kwezicwangciso zokwenziwa komsebenzi ezithunyelwe kwicandelo le-*IMG* (icandelwana le-*ESM)*
8. Iimali ezabiweyo ezihlawulwe ngoomatshini eziya kwizikolo	I-*ESM* kwaNdlunkulu *(HO)*	• Zingqininisiwe • Amaxwebhu afakiwe yaye agunyaziswa	*Icandelo loLawulo kwaNdlunkulu (HO Admin)* I-CES ye-ESM	Apreli - Matshi	Iintlawulo ezenziwa ngoomatshini eziya ezikolweni Umboneleli-nkonzo ohlawulwa sisikolo
9. Ukubeka esweni nokulungelela-	Isithili	• Iingxelo-mali zebhanki yezikolo	I-*DSSO* I-DSSSW	Apreli - Matshi	Ulungelelwaniso lugqityiwe yaye

niswa kugqityiwe		• Amaxwebhu abubungqina e-EFT			Iwangqinisiswa yi-DSSCO & yaye zithunyelwe kwi-CES ye-ESM

Igama leNkqubo yoMsebenzi	**UKHUSELEKO KWIMEKO YONGXAMISEKO**				
Inkcazo yomsebenzi	**Umnini womsebenzi**	**Ulawulo**	**Abenza umsebenzi**	**Ixesha elisikiweyo**	**Isiphumo somsebenzi**
1. Ukuqatshelwa kwenkqubo kuyaqhubeka	Isithili	• Isicelo esivela esikolweni ngenxa yomngcipheko onxulumene nokuqhekezwa nokonakaliswa kwezakhiwo kunye okanye ezinye iingozi ezinokubakho.	Isithili Isikolo	Apreli - Matshi	Ifunyenwe ileta yesicelo
2. Ukungqinisiswa kwemfuno	Isithili	• Ukundwendwelwa kweziko • Ukuhlolwa kwemfuno/kweemfuno ngokwe-SOP makulandelwe • Ileta eya esikolweni	Isithili I-*DSSO* I-*CES* *ye-ESM*	Apreli - Matshi	Ukungqinisiswa kuqukunjelwe Ukuba akunjalo: I-*DSSO* inokuqhagamshelana nesikolo. Ukuba kunjalo, kunokunikwa iingcebiso kwicandelwana le-ESM Ileta yoKuvunywa/ yoKungavunywa mayikhutshwe yi-*CES* ye-ESM, okanye yi-DCES
3. Ibhajethi eyimfuno	Isikolo	• Makuqulunqwe iinkqubo emazenziwe • Ukufuna ii-SPs ezintathu ubuncinane ezibhaliswe kwi-PSIRA ne-CSD ukuba zinike ikowuteshini	Ibhunga lolawulo	Apreli - Matshi	Ikowuteshini ezifunyenweyo
4. Ukuqulunqwa kwesicwangciso sokwenziwa komsebenzi	Isikolo	• I-SASA • INgcaciso eMfutshane yoLawulo lweMicimbi yezeMali	IBhunga lolawulo I-*SSC*	Apreli - Matshi	Isicwangciso sokwenziwa komsebenzi eziqukunjelweyo ezilungele ukuthunyelwa kwisithili
5. Ukwabiwa kwebhajethi	UNdlunkulu (HO)	• Iikowuteshini ezivela ezikolweni Ibhajethi eyabelwe isithili	I-*DSSO*	Apreli - Matshi	Isikolo sazisiwe ngenkxaso-mali emiselwe yibhajethi efumanekayo
6. Ileta yokuvunywa kwayo	UNdlunkulu (HO)	• Ileta ehamba kunye nayo evela esikolweni • Ileta yokuvunywa ekhutshwe yi-DSSO kuphela EMVA kokuba ezi ayithem zilandelayo zilungisiwe: • Ifom WCED 043 • I-*Declaration of Interests (WCBD4)* • Iimvumelwano zezemali • I-SS 002 • Iikowuteshini ezintathu ezinamaxwebhu ahamba	I-*DSSO*	Apreli - Matshi	Isikolo sifumana ileta yokuvunywa ukuqalisa iprojekthi. I-SP yazisiwe yaye kwakuqukunjelwa iprojekthi, inqununu isayinela yaye ithumele i-invoyisi esayinisweyo kwisithili.

		kunye nazo kwikowuteshini nganye. Ukutenxa kuya kwenzeka kwimeko (i) yesoyikiso kubomi nakumalungu omzimba, ikowuteshini enye neleta ehamba kunye nayo ecacisa le meko; nokuba Xa iikowuteshini ezihamba noku zingenako ukufumaneka = inqununu/inkokeli yezikolo ezisebenzisanayo kufuneka inike ubungqina obubhaliweyo beenzame zokufumana ikowuteshini kunye nengxelo evela kwi-SAPS – mayibe yeyentsusa, akufuneki zikopi. Oku akungommiselo. • Kwiimeko ezingaphaya kwamandla, i-DSSO inokwenza izigqibo kunye ne-HMG apho kunokwenzeka oku. • Ubhaliso lwe-SP CSD (uxwebhu oluprintiweyo olunomhla wenyanga enye phambi okanye emva komhla wekowuteshini) • ISatifikethi i-*Tax Clearance Certificate* • Ubungqina bokuthotyelwa kwe-*PSIRA* yangoku • I-*SLA* yethuba lenkonzo eyenziwayo • Imizuzu yeentlanganiso zebhunga lolawulo/zezikolo ezisebenzisanayo (ukukhethwa kwe-SP) nerejista yokubakho kwintlanganiso • Ukukhethwa kwe-SP yezikolo ezisebenzisanayo. Ibhunga lolawulo malinike isigunyaziso esibhaliweyo kwiKomiti yezeMali *(FinCom)*			
7. Ukusayinelwa sisithili	Isithili	• Isicwangciso sokwenziwa komsebenzi njengaku-no 6	I-DSSO UMlawuli weSithili	Apreli - Matshi	Ukusayinelwa kwezicwangciso zokwenziwa komsebenzi

		• INgcaciso eMfutshane yoLawulo lweMicimbi yezeMali			ezithunyelwe kwi-ESM kwaNdlunkulu
8. Iimali ezabiweyo ezihlawulwe ngoomatshini eziya kwizikolo	ESM HO	• Amaxwebhu angqinisisiweyo afakwa yaye agunyaziswe	I-HO I-CES ye-ESM	Apreli - Matshi	Iintlawulo ezenziwa ngoomatshini eziya ezikolweni Umboneleli-nkonzo ohlawulwa sisikolo
9. Ukubeka esweni nokulungelelaniswa kugqityiwe	Isithili	• Iingxelo-mali (statements) zebhanki, ii-*cheque requisitions*, ubungqina be-*EFT*	I-DSSO I-DSSSW	Apreli - Matshi	Ulungelelwaniso lugqityiwe yaye lwangqinisiswa yi-DSSCO & yaye zithunyelwe kwi-CES ye-ESM, HO ESM

Igama leNkqubo yoMsebenzi	**UKUBEKA ESWENI NOKUNIKA INGXELO NGEMISEBENZI YE-ESM**				
Inkcazo yomsebenzi	**Umnini womsebenzi**	**Ulawulo**	**Abenza umsebenzi**	**Ixesha elisikiweyo**	**Isiphumo somsebenzi**
1. IMIGAQO YOKUNIKA INGXELO	*I-CES ye-ESM*		*I-DSSO*	Qho ngenyanga Qho ngekota	
Iklasta		Imizuzu ye-*Cluster Safety Committee*	Umququzeleli weklasta	Qho ngekota	Imizuzu nerejista yeentlanganiso ezibanjiweyo
1.1 Eyesithili qho ngekota enika ingxelo kwi-CES ESM	I-DSSO	• Ithemplethi ifakwe idatha • Ukusayinelwa: - yi-DSSO (umsunguli wengxelo -uqokelela aqulunqe ingxelo) - HMG (Q & A – ukungqinisisa) - Umlawuli wesithili (ukuphuculwa komgangatho wokubeka esweni nentsebenzo)	*I-DSSO*	Usuku lwesithathu kwikota entsha nganye	Kufunyenwe ingxelo emalunga • Nolawulo lolwaphulo-mthetho - Ulawulo lokungena nokuphuma kumasango esikolo - Ukhuseleko ngeholide - Ukhuseleko kwimeko yongxamiseko • Uthintelo lolwaphulo-mthetho - I-CCAC - Ukusonjululwa kweengxabano zabafundi ngabanye abafundi - Uqeqesho lwekomiti yokhuseleko - OHS - Ukuvavanyelwa iziyobisi - Ukusetsha nokohluthwa kwazo • Uphuhliso lolutsha

					• Ukubhulisha/Intiyo ngakubantu bamanye amazwe • Iziko - Izicwangciso zokuqulela imeko engekehli kwizithili - Ikomiti i-OHS • iisistim - Iiklasta/iiklasta zolutsha - Iintlanganiso zabazali nabahlali - Iintlanganiso zamaqela achaphazelekayo • Iiprogram zasemva kokuphuma kwesikolo • Iiprogram zeholide • Iziganeko ezikhethekileyo/ Iintsuku ezikhunjulwayo • Iiklabhu zolutsha/ Iiklasta zolutsha • Ingxelo yeenkcukacha-manani - Iiprogram zasemva kokuphuma kwesikolo - Iiprogram zeholide - Ukuvavanyelwa iziyobisi - Uqeqesho lokuvavanyela iziyobisi - Ukundwendwela emakhaya - Ukhuseleko ngeholide - Ulawulo lokungena nokuphuma kumasango esikolo - Uluhlu lokutshekisha phambi kweeholide - I-ESM
1.2 Iingxelo ngokuqhubekayo zemihla ngemihla	I-DSSO	• I-DSSO mayifake i-*Budget Management Spreadsheet* kwi-*One Drive*	I-*DSSO*	Yonke imihla	• Iingxelo ezingqinisisiweyo eziqhagamshelene ne-*Master spreadsheet* nguNdlunkulu.
1.3 Inkcazo ngokuqhubekayo yaqho ngenyanga	UNdlunkulu (HO)	• Amalungu ekomiti yolawulo makazingenise kwi-CES kwiintsuku ezintathu phambi kwentlanganiso yabaphathi ye-ESM	Iintlanganiso zeeKomiti zoLawulo zakwaNdlu-nkulu	Ezinge-niswe kwiintsuku ezintathu phambi kweentla-nganiso	Iingxelo ezingqinisisiweyo ezifunyenwe yi-*CES* ye-*ESM* • Ingxelo ngomsebenzi ogqityiweyo engqinelaniswe nesicwangciso somsebenzi

		• I-CES: ye-ESM iqinisekisa ungqinelwaniso nesicwangciso sobuchule		zeeKomiti zoLawulo	• Imizuzu yeentlanganiso • Iirejista
1.4 Ukunika ingxelo kwiSebe iDBE	UNdlunkulu (HO)	Ukusayinelwa kweengxelo zezithili yi-CES ye-ESM Ukusayinelwa kwengxelo yephondo ngumlawuli we-IMG	I-CES ye-ESM	Iiveki ezimbini phambi kwentlanganiso ephakathi kwamaphondo	Ingxelo engqinisisiweyo edatha yayo efakwe kwithempleythi emiselweyo: • Ubuhlakani phakathi kweSebe iDBE ne-SAPS • Idatha yeenkcukacha-manani zeziko leefoni • I-*Road Traffic Management Corporation* • Imfundo ngokuthatha inxaxheba • Izinto ezibalulekileyo ngezikolo ezikhuselekileyo kumaphondo • Uqeqesho olusekelwe ezikolweni zii- *master trainers* zephondo • Iinkqubo ezenziwayo eziyimpumelelo
1.6 Ukunika ingxelo iiCandelo				Qho ngenyanga naqho ngekota njengaku-1.1 no-1.2	Imiba efanayo nale ingentla
2. Ukubeka esweni	• **Umsebenzi woqinisekiso lomgangatho ukuqinisekisa ukuthotyelwa kwemigaqo nokuba ifezekisiwe imigangatho emiselweyo.** • **Ukulungiselela inyathelo lokulungisa le meko ukujongana neziphene nokuphucula iprogram yexesha elizayo.**				
	Umnini womsebenzi	**Ulawulo**	**Abenza umsebenzi**	**Ixesha elisikiweyo**	**Isiphumo somsebenzi**
2.1 Iiprogran zeholide	Isithili	• Isixhobo sokubeka esweni esimiselweyo • Ingxelo ebhaliweyo yokusayinelwa • Ukusayinelwa kweerejista zabakhoyo kwiprogram	*I-CES:* *I-ESM* *I-HMG* *I-DSSO*	Qho ngekota	• Ingxelo ebhaliweyo yokusayinelwa • Ukuzaliswa nokusayinelwa kwesixhobo i-*monitoring tool* • Ukusayinelwa kweerejista
2.2 Iiprogram zasemva kokuphuma kwesikolo iiprogram	Isithili	• Isixhobo sokubeka esweni esimiselweyo • Ukusayinelwa kwengxelo ebhaliweyo • Ukusayinelwa kweerejista	*I-CES:* *I-ESM* *I-HMG*	Qho ngekota	• Ukusayinelwa kwengxelo ebhaliweyo • Ukuzaliswa nokusayinelwa kwesixhobo i-*monitoring tool*

		zabakhoyo kwiprogram			• Ukusayinelwa kweerejista

UKUSAYINELWA KOLU XWEBHU

Olu xwebhu lwe-SOP lufundwe yaye lwavunywa yi-HOD. Uxwebhu lwe-SOP yimiyalelo enika izigaba ngezigaba ezingokwenziwa kwemisebenzi. Injongo yale SOP kukufikelela kwintsebenzo esemgangathweni nenkqubo efanayo lo gama kuncitshiswa ukungabikho konxibelelwano nokungathotyelwa kwemigaqo nemithetho elawulayo neemfuno zomthetho zeSebe iWCED.

SN SHEIK ISMAIL
INGCALI YEMFUNDO EYINTLOKO YOLAWULO LOKHUSELEKO LWEZEMFUNDO (EBAMBELEYO)
UMHLA: 2023-11-16

IIKHOMENTI:

Ndiyavumelana nokuqulethwe yile SOP.

WJS JANTJIES
UMLAWULI OYINTLOKO WECANDELO LOLAWULO NOKUPHATHWA KWAMAZIKO
UMHLA: 2023/11/16

IIKHOMENTI:

Ndiyavumelana nokuqulethwe yile SOP.

H VAN STER
UMLAWULI OYINTLOKO KWIZITHILI
UMHLA: 16/11/2023

IIKHOMENTI:

Ndiyavumelana nokuqulethwe yile *SOP*.

AJE MEYER
USEKELA MLAWULI-JIKELELE WOPHUHLISO NOQUQUZELELO LWAMAZIKO
UMHLA: 17/11/2023

ISIGQIBO:

Luvunyiwe/Aluvunywanga uxwebhu lweSOP

B WALTERS
INTLOKO YESEBE LEMFUNDO
UMHLA: 17/11/2023