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Western Cape Education Department
ISEBE IeMfundo IeNtshona Koloni



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TO: CHIEF DIRECTORS, DIRECTORS (HEAD OFFICE AND EMDCs), PRINCIPALS OF PUBLIC SCHOOLS, CHAIRPERSONS OF SCHOOL GOVERNING BODIES AND SAFETY OFFICERS

BRIEF SUMMARY: *Announcement of information available in the Procedural Manual for Managing Safety and Security in WCED institutions*

SUBJECT: SAFETY AND SECURITY IN WCED INSTITUTIONS

1. In an attempt to combat crime and violence in its schools, the Western Cape Education Department (WCED) compiled a [*Procedural Manual for Managing Safety and Security*](#) in collaboration with circuit managers, school principals, educators, teacher unions, Labour Relations, Legal Services and the Safe Schools Division. The manual, which was launched on 18 February 2004, will serve as a guide to educators, learners and support staff in the management of safety and security in WCED institutions.
2. The manual outlines the vision, mission, strategy and planning associated with the maintaining of safety and the managing of crises, and addresses the issue of weapons on school premises, as well as searches and seizures.
3. Guidelines are also provided on the following:
 - 3.1 Environmental programmes
 - 3.2 Programmes for the support, modification and influencing of behaviour
 - 3.3 Systems programmes
4. Special attention is given to the establishment of safety committees and the appointment of safety officers at schools.

Heads of institutions are requested to ensure that the contents of the manual are brought to the attention of all educators, parents, guardians and learners.

SIGNED: P.A. VINJEVOLD
HEAD: EDUCATION
DATE: 2004:07:02

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[Procedural Manual for Managing Safety and Security](#) (size: 257 KB)

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