



## **KWAZULU-NATAL PROVINCE**

**EDUCATION**  
REPUBLIC OF SOUTH AFRICA

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Ref: 13/18

**TO : CHIEF DIRECTORS: DISTRICT OPERATIONS MANAGEMENT**  
**DISTRICT DIRECTORS**  
**CESs: CIRCUIT MANAGEMENT**  
**CIRCUIT MANAGERS**  
**PRINCIPALS OF PUBLIC SCHOOLS**  
**CHAIRPERSONS OF SCHOOL GOVERNING BODIES**  
**CHAIRPERSONS OF QLTC COMMITTEES IN SCHOOLS**

### **KZN CIRCULAR NO. 132 OF 2023**

**SUBJECT: STRENGTHENING SAFETY AND SECURITY IN PUBLIC SCHOOLS**  
**DURING SCHOOL HOLIDAYS.**

1. Section 20, sub-section (g) of the South African Schools Act requires the School Governing Body to “administer and control the school's property, buildings and grounds occupied by the school, including school hostels, but the exercise of this power must not in any manner interfere with or otherwise hamper the implementation of a decision made by the Member of the Executive Council or Head of the Department in terms of any law or policy”.
2. The destruction of schools either by natural disasters or by criminal elements during school holidays requires a concerted effort by all stakeholders.
3. Stakeholders must be led by the School Governing Bodies in coming out with systematically crafted plans to curb the prevalence of such incidents.
4. Principals of schools and School Governing Bodies must develop a plan of ensuring that school buildings and the property in the schools are properly secured during the school holidays.
5. In line with the Implementation Protocol between the KZN Department of Education and the Department of Community Safety and Liaison, School Governing Bodies must mobilise South African Police Services to frequently patrol schools, especially during the night.

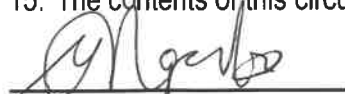


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6. Chairpersons of School Governing Bodies must, through School Safety Committees, convene meetings with QLTC Committees, SAPS, the Local Disaster Management Centres and Community Policing Forums to map out a plan of how schools will be safeguarded during school holidays.
7. In these meetings, a thorough identification of risk factors must be made, using the School Safety Surveys and other Safety Diagnostic Assessments that were made at the beginning of the current year and the history of disasters over the years
8. Ward Councillors and Izinduna must be encouraged to mobilise other community structures to always address issues of securing schools and property in their meetings and to make themselves readily available should schools be attacked by disasters and criminal incidents during the holidays
9. Schools must ensure that they have developed School Safety and Disaster Management Plans that are ready to respond to their distinct situations.
10. **These plans must be submitted to the Governance and Management Section in their districts on or before the 7<sup>th</sup> December 2023**
11. The plan must also be shared with all relevant stakeholders in the community in order to maximise participation.
12. School Safety Committees must develop a monitoring plan for ensuring that School Safety Officers are always in their posts for the whole duration of the school holidays
13. Parents must, as per Section 20(h) of the South African Schools Act, be encouraged to render voluntary services of always keeping an eye on schools and report unusual movements in and around the schools to the authorities.
14. Members of RCLs and the entire student body must be mobilised through their representatives in the School Governing Bodies to always be vigilant of people selling suspected stolen school property and report such to relevant authorities.
15. The contents of this circular must be brought to the attention of all employees

  
**MR. GN NGCOBO**  
**HEAD OF DEPARTMENT: KZN EDUCATION**  
DATE: 28/11/23