Security Plan

Standard Operating Procedures

For Schools

DEPARTMENT OF EDUCATION
KZN

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Approved by: _____

Dr. N.S.P. Sishi
Head of Department
Department of Education
KWAZULU-NATAL

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1.1 INTRODUCTION

The Security Plan strives towards the creation of a work environment conducive to the business of teaching and learning at schools in the province of KwaZulu-Natal. The roles of the principal, educator, learner and support personnel have been identified and explained. Stakeholders in the security sector are critical in supporting the business of education in their areas of jurisdiction and these are identified in the plan.

1.2 OBJECTIVE

The objective of the Security Plan is to create a safe and secure school environment by integrating and guiding internal security risk management systems with external state and private security sector services.

1.3 LEGISLATIVE AND POLICY PROVISIONS

- South African Police Services Act 68 of 1995 (as Amended by Act 83 of 1998)
- Education Laws Amendment Act of 2007 (Act 31 of 2007)
- Security Policy for the Department of Education, KwaZulu-Natal of 31 March 2008, Provincial security policy of 13 April 2003
- National Information Security Policy (MISS) of 04 December 1996.
- South African Schools Act

1.4 Acknowledgements

State Security Agency Counter-Intelligence Policy and Standard Formulation

Mr G Mulder

Ms M Van der Merwe

2.1 ADMINISTRATIVE INFORMATION

[A] NAME OF SCHOOL	
Address Details	
Physical Address	
Postal Address	

School Manager/Principal	
Office Telephone	
Cell Number	
Fax Number	

Ward Manager	
Name of Ward	
Office Telephone	
Cell Number	
Fax Number	
Email Address	
Address	

24 Hour School Contact Numbers	
Business Number	
Cell number	

[B] South African Police Services	
Name of station	
Station Commissioner	
Office Telephone	
Cell Number	
Fax Number	

Community Service Center	
Telephone Numbers	

Crime Intelligence Services	
Name Commander	
Telephone Number	
Cell Number	
Name of contact Member	
Telephone number	
Cell Number	

Crime Report Numbers	
Toll Free Number	**10 111**

[C] Private/Contracted Security Service Provider (where available)	
Manager	
Telephone Number	
Cell Number	
Operational Manager	
Telephone Number	
Cell Number	
Control Room Number	

[D] Local Municipal Police Services	
Manager	
Telephone Number	
Cell Number	
Operations Manager	
Telephone Number	
Cell Number	
Control Room Number	
Toll Free Number	

[E] Emergency Medical Rescue Services (EMRS)	
District Manager	
Telephone Number	
Cell Number	
Operations Manager	
Telephone Number	
Cell Number	
Toll Free Number	**10177**

[F] Emergency Rescue Services (Fire Brigade)	
Station Manager	
Telephone Number	
Cell Number	
Operations Manager	
Telephone Number	
Cell Number	
Toll Free Number	

3.1   Security Plan Audit and Review

REVISION RECORD				
Version	**Section Number(s)**	**Page numbers**	**Date of latest Revision**	**Approved by**

3.2   Knowledge and experience of security officers

Position	**Required knowledge or training**
Security officer	Ability to conduct guarding, patrols, access control for pedestrians and vehicles
	Ability to conduct search, follow procedures and techniques and restrain persons.
	Ability to complete security registers (pocket book and occurrence book)
	Ability to operate electronic surveillance system and radio communication
	Ability to use fire equipment and control and direct person during emergency
	Ability to monitor and control peoples behaviour
	Self defence and restraint skills

4.1 THE SCOPE OF THE SECURITY PLAN

The security plan is applicable to the following,

Personnel security

Physical security

Information security

4.1.1 Personnel Security refers to the security of persons within the school environment, that is;

- Principal
- School Management Team
- Educators
- Learners
- Administration personnel
- General Workers
- Contractors and Consultants
- Candidates writing examinations (including part-time candidates)
- Department of Education personnel
- Persons lawfully authorized to be on the school premises

Personal Security includes security screening and personal suitability check (PSC) of personnel in the employ of the Department of Education.

4.1.2 Physical Security refers to physical security measures to prevent unauthorized access to premises, to protect persons, assets and information that is, the fence, gates, burglar guards etc.

4.1.3 Information Security refers to the security of classified information from unauthorized disclosure by using security measures such as classification of information into confidential, secret and top secret and the storage of such information in locked cabinets, safes including safe transportation.

5.1 SECURITY MEASURES AND PROCEDURES

5.1.1 Personnel Security

(A) Suspicious person (s) or activity

Security officer(s) or any teacher within the school premises shall notify the principal who will direct the next actions to be taken.

If a security officer directed by the principal, local police must be summoned.

If directed by the principal prepare to direct the police to search the area and arrest the individual (s).

(B) Identification of visitors entering the school

Visitors are not authorised at the school premises without the permission of the principal.

All visitors must show a valid ID prior to entry.

Whenever possible, visitors shall be scheduled in advanced. This will ensure that visitors have valid business to be on the premises. Only visitors with valid business will be allowed access to the school premises.

(C) Security Screening

Security screening shall be conducted on all persons in the employ of the Department of Education as directed by the Head of Department. Security Advisory Services is responsible for the coordination of the security screening investigations with the Department of State Security and any other related institution (e.g. Home Affairs, Tertiary Education Institutions and Financial Institutions).

(D)   Security patrols and inspections

Security officers shall conduct roving patrols and security patrols of all the facilities of the school including external areas.

During a patrol particular attention shall be paid to restricted areas, access points and school buildings.

5.1.2 Physical Security

(A)   Barriers and gates

Perimeter areas shall be clear of vegetation and debris that could obscure clear observation and which could be used to breach fences.

Security personnel must patrol and inspect the perimeter fence every day. An Occurrence Book entry must be made at the end of each patrol. All defects and irregularities noticed during patrols must be reported to the principal for follow-up.

All gates shall be closed and locked during working hours, when not in use, and at night.

(B)   Fencing (where available)

The school has a perimeter fence, and is equipped with lockable perimeter gates.

The perimeter fence is kept clear of all obstructions.

All persons are responsible to check and report any damage to the fence to prevent any breach of security or unauthorized access to school premises.

5.1.3 Information Security

Classified information shall be kept at secure storage facilities such as lockable drawers, steel cabinets and safes.

Classified information found at schools refers to school registers, personnel files, learners registers, examination question papers and answer sheets, financial registers.

5.1.4 Control of access to school premises.

(A)   Vehicle control procedures.

Private vehicles that must enter the school premises must be registered at the main gate (e.g. number plate, particulars of the driver and sign)

Main gate security officers will instruct drivers where to park and the safest parking pattern to follow, depending on the type of vehicle and the reason why access is granted (e.g. deliveries, garbage removal, meeting).

(B)   Hazardous materials

Hazardous materials shall not be permitted to enter the facility without verification by the principal that the materials are expected for delivery and that safety and security precautions are in place prior to their acceptance.

Precautions include transportation in properly marked vehicles and proper secure storage, availability of first aid/fire fighting equipment and appropriate cleanup equipment.

5.1.5 Search and seizure

(A)   Vehicles, visitors, learners and other persons

All persons, packages and vehicles entering or leaving the school premises are subject to search. Where a person refuses permission to be searched access to the school premises shall be denied.

Unless authorised by the principal for legitimate educational purposes, no person may bring a dangerous object or illegal drug onto school premises or have such object or drug in his possession on school premises.

Search of a learner where reasonable suspicion has established shall be done in accordance with the provisions of the Education Laws Amendment Act, items seized must be handed to the police or to the nearest police station.

5.1.6 CCTV Surveillance and Alarms (where available).

(A) Close Circuit Television (CCTV)

Where school premises are monitored with a close circuit television system cameras should focus at all access points and at identified restricted areas inside the premises. Monitoring should takes place at all restricted areas (laboratories, storage facilities) and several perimeter fence areas. These cameras can be operated remotely from the security control room to scan driveways, perimeter fencing and restricted areas. The cameras should be monitored by security officers on a 24 -hour basis.

(B) Alarms (where available)

The school has an emergency-siren-alarm that is used for emergencies. On hearing the alarm all activities shall stop, everyone within the school premises shall follow the instructions announced (over the public address system) where it is available.

5.1.7 Reporting of security incidents and breaches

The primary function of the security officer(s) is detection and reporting of security incidents or breaches of security. These are to be reported immediately to the principal who will inform or direct that South African Police Services or Emergency Response Services be summoned.

Security incidents to be reported include;

- Unauthorized access to the school premises,
- Suspicious persons or activity in or in the immediate vicinity of the school,
- Bomb threat,
- Discovery of unknown/suspicious packages at the school premises,
- Damage of the perimeter fence
- Evidence of tempering with equipment, security systems, doors, windows,   locks or access points to school buildings.
- Compromise of IT and communication systems

5.1.8 Emergency Response and Evacuation Procedures

(A)   Emergency response procedures

If a security incident or breach of security occurs it should be reported to the principal. The principal will ensure that the incident is recorded and reported to the line manager. The relevant institution namely, the South African Police Services, Emergency Response Services, and Fire Fighting Unit should be summoned as soon as possible.

(B)   Evacuation for security incident

Any evacuation procedure at the school shall be executed under the instructions of the principal and shall be supervised by the security officers. Notice of the requirement to evacuate shall be given by the principal. The gathering place of all persons is the designated assembly area or visitors parking subject to the directions of the principal.

6.1 SECURITY PLAN AUDIT AND REVIEW

The principal together with internal stakeholders and line management shall ensure that the security plan is audited and reviewed in consultation with the local security structures, and emergency services with jurisdiction.

The Head of Department must be apprised of the reviewed security plan.

6.2 CONCLUSION

The support of the security sector institutions, school governing bodies, local community, school management team and organized labour would ensure the creation of a safe and secure work environment at schools. The security plan must be audited and reviewed by the principal and line management. Management and the security sector institutions (South African Police Services, Emergency Rescue Services) would provide needed expertise and support in reviewing the security plan.

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