



CIRCULAR ..1..7../2017

**TO : ALL DDG'S
ALL CHIEF DIRECTORS
ALL DIRECTORS AT HEADOFFICE
ALL DISTRICT DIRECTORS
ALL CIRCUIT MANAGERS
ALL PRINCIPALS**

FROM : THE SUPERINTENDENT GENERAL

DATE : 27 July 2017

**SUBJECT : INSTRUCTION ON REPORTING OF INCIDENTS
WITHIN 2 HOURS OF THE OCCURRENCE OF THE
INCIDENT**

BACKGROUND

It is unfortunately a reality that management more often than not learns of incidents that occurred at schools and district office from the media, very often some time after the occurrence of such incident. This places the Department of Education at a distinct disadvantage, and causes a serious embarrassment for the Office of the MEC, the Office of the Superintendent-General, and it often causes irreparable reputational and/or financial damage to the department as a whole.

If incidents are reported immediately, management will be informed, and relevant officials will be mobilised to immediately offer assistance to the affected office/school/learners or community, mobilise partners from the security or social cluster, respond to media queries, and generally take steps to protect the interest of the Department

INSTRUCTION

DDG's, Chief Directors, Directors, District Directors, Circuit Managers and Principals are hereby instructed to forthwith report any incident **within 2 hours** of the occurrence of the incident by completing the attached **Rapid Incident Report** and dispatching same to the following:

Fax : 086 661 7947
E mail : rir@ecdoe.gov.za

Incidents are defined as any occurrence which:

1. Results or may result in the injury or death of a learner, educator or administrative staff members (for example: vehicle accidents, assault of learners (corporal punishment), sexual assault, death); or
2. Results or may result in any damage/destruction to/of government property which includes buildings, equipment, furniture, vehicles, LTSM, etc.; or
3. Result or may result in the prevention of effective teaching and learning (for example protest action by learners, educators or community); or
4. Can be defined as a criminal activity committed by learners or officials within school hours on school premises.

The following **are not considered** as incidents for purposes of this reporting structure, and must be reported through the normal structures:

1. Human resource issues, such as non-payment of salaries, shortage of educators, etc.
2. Infrastructure challenges such as shortages of classrooms, sanitation, shortages of LTSM, shortages of furniture, etc.

Those responsible for receiving the reports are instructed to immediately acknowledge receipt of the incident report, and to ensure that all relevant managers are informed and where necessary and relevant, assistance is mobilised immediately.

Those reporting incidents are hereby also invited to contact my office directly should no reaction be forthcoming within a reasonable time from reporting an incident through this channel.

District Directors and Circuit Managers are specifically hereby instructed to ensure that this circular reached every school, and that principals are constantly made aware of the contents of this circular.

Disciplinary action will be taken against any official who fails to comply with this instruction. In the event that your failure to report an incident within the stated timeframes, leads to financial implications for the Department, you may also be held liable to repay such financial loss to the Department.



T.S. KOJANA

Superintendent-General

Department of Education: Eastern Cape Province

27/07/2017

DATE

RAPID INCIDENT REPORT

Any occurrence which lead or may lead to injury or death of any learner, educator or staff member, damage to government property, or any occurrence that prevents effective teaching and learning, or any alleged commission of criminal activity by learners or officials within school hours on school premises

Particulars of reporting institution

| | | | |
|-------------------------|--|-----------------------------------|--|
| Name of school: | | | |
| Name of principal | | Contact number of principal | |
| District | | Circuit | |
| Name of Circuit manager | | Contact number of circuit manager | |
| Date of incident | | Place of incident | |

Type of incident (indicate with "X")

| | | | |
|---|--|---|--|
| Injury to or death of learner, educator or admin staff due to: | | | |
| Assault by other learner/s | | Assault by educator/s (corporal punishment) | |
| Assault by any other person/s | | Vehicle accident | |
| Any other occurrence | | | |
| Damage to or destruction of government property (buildings, vehicles, equipment, LTSM, etc.) due to: | | | |
| Natural / Weather phenomenon | | Action by community | |
| Actions of learner/s | | Action of educator/s | |
| Protest action by: | | | |
| Learner/s | | Educator/s | |
| Community | | | |
| Criminal activity | | Other | |

Short and concise description of incident (attach separate page if enough space is not provided)

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Name of compiler of report :Contact Number.....

Signature of compiler :

Date :

Fax 086 661 7947 or email to rir@ecdoe.gov.za