

CAPRICORN TVET COLLEGE



MANAGEMENT AND CONTROL OF SECURITY POLICY

**CAMPUSES:
POLOKWANE
SESHEGO
SENWABARWANA
RAMOKGOPA**

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uab. Molg

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VISION OF CAPRICORN TVET COLLEGE



“A dynamic Technical Vocational Education and Training Institution of Excellence”

MISSION STATEMENT OF CAPRICORN TVET COLLEGE

Capricorn College is to offer responsive, flexible and quality programmes that are accessible to all learners through formal learning, skills development and learnerships. This is achieved by adhering to policies and procedures, making use of committed human capital and employing appropriate physical and fiscal resources.

Values

1. **Respect:** We treat others as we would like to be treated ourselves. Abusive or disrespectful treatment is not tolerated. We will strive for fairness and equity.
2. **Integrity:** We are committed to transparency, honesty and sincerity.
3. **Communication:** We are committed to effective communication. We believe information is meant to move and that information moves people.
4. **Excellence:** We are satisfied with nothing less than the best quality in everything we do.

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FINANCE SERVICES

MANAGEMENT AND CONTROL OF SECURITY POLICY

1. POLICY OBJECTIVES *(Declaration of Intent)*

1.1 INTRODUCTION

It is the responsibility of the College to ensure that its facilities are safe and secure for both employees and clients. This policy will allow the college, in as far as is reasonably practicable, to ensure the safety and security of the sites and the people using these facilities. To meet this goal, the College needs to:

- 1.1.1 Know the current security measures in place at each campus and the Central Office.
- 1.1.2 Confirm determination to minimise the security related risk facing the college.
- 1.1.3 Affirm commitment to have in place security systems, procedures and control measures that ensure that the college, including visitors to the college, can go about their business in a safe and secure environment.
- 1.1.4 Define the roles and responsibilities of relevant persons.

1.2 PURPOSE AND OBJECTIVES

The purpose of this policy is to provide a framework and procedures for identifying and dealing with security risks facing the college, its staff, students, contractors and visitors in order to support and enhance the delivery of services. The implementation of policy guidelines that result in safe, high-performing and secure college facilities shall have a direct and indirect positive impact on the working conditions of employees; on organisational performance and on service delivery.

2. THE SCOPE OF APPLICATION

This policy applies to all college employees, learnership participants, interns, visitors, contractors and students in particular.

3. GOVERNING PRESCRIPTS *(Legislative Framework that informs the Policy)*

- 3.1 Public Finance Management Act, Act 1 of 1999 (as amended by Act 29 of 1999)
- 3.2 Treasury Regulations (March 2005)
- 3.3 Preferential Procurement Policy Framework Act, 5 of 2000

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3.4 Preferential Procurement Regulations, 2001

3.5 Broad Based Black Economic Empowerment Act, 53 of 2003

3.6 National Treasury Supply Chain Management Guidelines

4. TERMINOLOGY

4.1 **College** Capricorn TVET College

4.2 **Council** College Council of Capricorn TVET College as established in terms of CET Act 16 of 2006 as amended.

4.3 **Security authority** (Law enforcement unit) an individual or organisation to whom clients and employees should report criminal offences and whose responsibility is to maintain the security of the facility.

4.4 **Facilities** A complex of buildings, structures and associated equipment, which represents a single management unit for financial, operational, maintenance or other purposes.

4.5 **Covid-19** Coronavirus Diseases 2019

4.6 **SAPS** South African Police Services

5. ABBREVIATIONS:

5.1 **DHET** Department of Higher Education and Training

5.2 **FET** Further Education and Training

5.3 **TVET** Technical and Vocational Education and Training

6. GUIDING PRINCIPLES (Policy content)

6.1 Security

The personal safety and security of each employee and client is both an individual and college concern. While the College strives to provide an environment free of undue risks to persons and property, it is each person's responsibility to pay attention to his or her surroundings, to avoid potentially hazardous situations, and to exercise his or her own best judgment to maintain personal safety and well-being. Each employee or client must call attention to conditions or situations which threaten the safety and security of others by contacting appropriate college authorities.

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The security services are considered to be an essential service (Frontlines) to the college not only in protecting and safeguarding property and persons but also assisting college in ensuring the observation of all health protocols to avoid the spread of Covid-19 pandemic.

The security services will continue to keep all channels of communication open, which can either be through telecom, e-mails, SMS and WhatsApp.

6.2 Standards of conduct and enforcement

If any employee or visitor engages in any behaviour prohibited by this policy or by the applicable Code of Conduct, which is also a violation of local, provincial or national law or ordinance, that employee or visitor shall be subject to disciplinary procedures, where applicable, and referral to law enforcement officials for arrest and prosecution.

7. PROCEDURAL GUIDELINES

7.1 General Security Management

7.1.1 Crimes at college facilities shall be reported in two ways:

- i. Incident report submitted by members of the college with knowledge of crimes or unsafe or suspicious circumstances.
- ii. The daily logs of facilities security officers.

7.1.2 Security officers' logs shall be reviewed by the Campus Managers together with Infrastructure Manager in the College. When appropriate, information describing crimes or unsafe conditions shall be posted office-wide and/or publicised through e-mail or telephone voice mail.

7.1.3 Although security officers have no arrest authority, they shall work very closely with the local police service (SAPS).

7.1.4 Clients are encouraged to report crimes to the police and to utilise other services of the police services. Officers from the local police station shall be invited to train designated staff in the college, provide statistics on local crime, and participate in forums.

7.1.5 Employees, students and visitors are subject to all local, provincial and national laws, in addition to college regulations. Within the College boundaries, the security team is responsible for enforcing those laws, although they are not sworn officers and do not have arrest powers.

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7.2 Daily log (Occurrence Book)

7.2.1 College security shall make, keep, and update a daily log, written in a form that can be easily understood, recording all crimes reported to them. The log shall include the following information:

- i. the nature, date, time, and general location of each crime.
- ii. the disposition of the complaint, if known.

7.2.2 College security shall record in the daily log or occurrence book any new information about a log entry within 24 hours after the information becomes available to it.

7.2.3 Generally, log entries will be open to public inspection within two business days of the initial report being made to departmental security. However, the Deputy Principal Finance or his/her delegate may withhold information from the log under any of the following circumstances:

- i. Where the law prohibits the College from releasing the information
- ii. Where releasing the information would jeopardise the confidentiality of the victim
- iii. Where there is clear and convincing evidence that releasing the information would:
 - o jeopardise an on-going criminal investigation
 - o jeopardise the safety of an individual
 - o cause a suspect to flee or evade detection
 - o result in the destruction of evidence.

7.2.4 The individual with the responsibility for determining whether information will be withheld from the log will document in writing the basis for withholding information from the log and s/he shall maintain a copy of the documentation in a secure file.

7.3 Security of and access to college facilities

The College is "security conscious", and the safety of its staff, students, contractors and visitors is assigned a high priority. The following is a description of conditions relating to access to and security of its facilities:

7.3.1 All college facilities are open to members of the college and their invited guests. All other persons may be asked to leave or be treated as trespassers in violation of building use policies.

7.3.2 Employees shall be provided with access cards and/or biometric to facilitate smooth access to their offices and visitors shall be required to sign a register to enter the building.

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- 7.3.3 Visitors arriving at and leaving the college offices by car shall have their car searched to ensure that no college equipment leaves the premises without appropriate authority.
- 7.3.4 Outside access gates to the college offices shall be locked at all times and manned 24 hours a day. Buildings shall remain locked on weekends and holidays unless other events are scheduled with the approval of the Accounting Officer.
- 7.3.5 The facilities of the College shall be lit at night.
- 7.3.6 The college uninformed security officers shall patrol all the buildings and other sites on foot.
- 7.3.7 Security officers shall submit a written report on their shift on any safety or security problems encountered.

7.4 Service terminations College

All staff members are issued with Name Tags and students are issued with student registration cards and this allows access to college premises. Cardholders must safeguard their card and report lost cards as soon as possible. If staff members retire, resign and died, the college should recover all college belongings.

It is very important to retrieve keys, access cards and other college equipment or resources from employees and visitors when they leave the college offices. Upon the termination of services of an employee, the relevant manager shall ensure that all such equipment and resources assigned to the individual are retrieved and returned to the Campus Managers and/ or Deputy Principal Finance. This shall include, but not be limited to:

- a) Gate access cards
- b) Office and college vehicle keys
- c) Computer equipment (laptops)
- d) Cell phone and Calculators
- e) Hardcopy files and documents.

8. REPORTING REQUIREMENTS

Reports of security concerns should be submitted to any of the following:

- 8.1 Security Supervisor
- 8.2 Admin. Head
- 8.3 Campus Managers

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8.4 Deputy Manager- IDM

8.5 The Deputy Principal- Finance /Principal

9. ROLES AND RESPONSIBILITIES

9.1 Management

It is essential that adequate resources are made available for managing the risk arising from security related issues within the college. It is important that all personnel involved in implementing this policy are competent, trained and aware of their responsibilities.

9.2 Staff

All staff must be knowledgeable of and adhere to the security policy. Staff are responsible for helping to ensure their areas are as secure as possible.

9.3 Students

Students must follow security procedures and co-operate with requests from the college staff, especially in emergency or evacuation situations.

9.4 Visitors.

Visitors are required to follow the college security procedures and follow directions particularly in an emergency situation. Visitors must display their identification documents at all times. It is the responsibility of the college to ensure all visitors are informed of and comply with the college security policy.

9.5 College Site Security

The college operates a number of security systems in order to keep the premises and surrounding environment safe for fellow students, staff, contractors and visitors.

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9.5.1 Closed Circuit Television (CCTV)

The college uses CCTV systems around the main site (outside and inside buildings) covering many of the vulnerable areas and public access points. The CCTV system and all its recordings are owned by the college to prevent crime. The images captured are recorded and retained for 30 days in the event that they may be needed as evidence of criminal activity

9.5.2 Security Patrols

The appointed security company carry out regular patrols of the grounds and buildings during the day and at night in order to provide a visible deterrence to criminal activity.

9.6 Crime Prevention

9.6.1 Security Awareness and Reporting of Incidents

Any incident of crime and suspicious activity should be reported immediately to Health and Safety Officer. An incident report form should be completed and passed back to Acting Deputy Principal Finance, in case of a crime, the police may need to be called.

9.6.2 Personal Safety

Whilst it is the responsibility of the college to provide a safe and secure environment, it is the responsibility of all to take all reasonable measures to ensure their own personal safety.

9.6.3 Staff and Students

A security brief will be provided to all staff during induction/ meetings. The Campus Managers/Head of Departments are responsible for ensuring this brief is undertaken during induction. Students are briefed on safety issues during Student Induction.

9.6.4 Contractors and Visitors

All contractors who work on college premises have a general responsibility to give due consideration to personal security issues. In particular, they should follow security advice and procedures designed to protect them whilst on the property.

9.7 Reporting criminal actions or other emergencies

9.7.1 **STEP 1** It is the policy of the College that any criminal act; act or threat of violence; injury; destruction of college or personal property; or other situation which occurs at or in the offices of, or any other site operated by the College, and which may constitute an emergency, a danger to the health, safety, or property of any person, or a threat to

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the public order be reported immediately to security office. The security officers are on duty 24 hours a day.

- 9.7.2 **STEP 2** All witnesses to any situation that fits into any of the above-described categories shall make themselves available to make written statements and otherwise assist college officials and police officers in the investigation of the situation. It shall be an offence subject to appropriate disciplinary action for any College employee to file a false report or knowingly make a false statement about, or interfere with the investigation of any situation of nature described in step 1 above.
- 9.7.3 **STEP 3** It shall be the duty of the College, upon its designated official or officials being made aware of any situation of a nature described in step 1 above, to immediately take all reasonable action to prevent or minimise any harm or threat of harm to the employees and visitors of the College. Furthermore, it shall be the duty of said official(s) to notify the appropriate law enforcement agency in the event of an act of a criminal nature, or of any other nature (for example, a traffic accident) which would ordinarily involve law enforcement officials.
- 9.7.4 Additionally, it shall be the duty of said official(s) to contact the appropriate fire department, emergency medical agency, or other authority or agency which is due to be notified of the respective incident.

10 Asset Protection

It is the responsibility of all staff and students to make reasonable measures in protecting college property, as well as their own personal property, from theft or damaged.

10.1 Security of Buildings

Students, staff and college members are responsible for ensuring that all doors are locked and windows closed when a room is being left unattended. Ground floor or easily accessible rooms must be secured even if they are only being left unattended for a short time.

10.2 College Equipment

Staff and students are to make all possible effort to ensure that all college equipment are protected from the possibility of theft or damaged. Staff members have special responsibility to take appropriate measures to ensure that equipment directly under their control is kept safe and secure.

10.3 Personal Property

It is the owner's responsibility to take reasonable measures in ensuring that their personal property is safe.

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10.4 Lost Property

Any lost and found property should be handed in at Security Reception Desk. Any person(s) reclaiming items will need to offer a full description and evidence that the item to be reclaimed is their property. All reclaimed property must be signed for. All unclaimed articles will be held for a minimum of 90 days. After 90 days unclaimed items will be donated to charity. Any items that cannot be donated will be destroyed. Articles of a personal nature such as credit cards or driver's licenses will be destroyed (shredded) and disposed of in a non-compromising manner.

11 Managing prohibited items within College premises

Capricorn TVET College prohibits employees, students, contractors and visitors from bringing any prohibited items e.g weapons, illegal substances and other potentially dangerous items which can cause harm to college stakeholders or properties. Security Officers must do everything reasonably practicable to ensure that prohibited items do not enter College premises. Where prohibited item is identified, the individual involved will not be allowed entry to the premises. Where employees, students, contractors or visitors do not abide by this policy and attempt to conceal prohibited items or have found to have brought items against this policy requirements, it will be treated as misconduct.

12 POLICY IMPLEMENTATION AND REVIEW

This policy will be implemented the day on which it has been approved by the College Council and will be reviewed every three years.

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