MEMORANDUM

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

FROM : THE SUPERINTENDENT GENERAL

DATE : 21 October 2018

SUBJECT : CIRCULAR 17/2017: INSTRUCTION ON REPORTING
          OF INCIDENTS WITHIN 2 HOURS OF THE
          OCCURRENCE OF THE INCIDENT

BACKGROUND

On 27 July 2017, I issued Circular 17/2017 dealing with the process of reporting incidents.

It is welcomed and appreciated that some principals are co-operating, and have been reporting incidents. It allowed the Department to assist the schools where possible, and to act proactively, protecting the image of the Department of education.

Unfortunately, it still happens to often that we hear of incidents in the media, placing the Department at an immediate disadvantage.

INSTRUCTION

DDG’s, Chief Directors, Directors, District Directors, Circuit Managers and Principals are once again reminded of the instruction in terms of Circular 17/2017 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
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.

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T.S. KOJANA  DATE
Superintendent-General
Department of Education: Eastern Cape Province