

## **ROLES DUTIES AND FUNCTIONS OF AN OFFICE BEARER OF ELECTED AND CO-OPTED MANAGEMENT COMMITTEE MEMBER**

### **YOUTH AND SCHOOL SAFETY CO-ORDINATOR (CO-OPTED)**

1. Youth and School Safety Co-ordinator (Co-Opted). The Youth and School Safety Co-ordinator must:
  - a. Liaise with other Youth and School Safety Co-ordinators of the other sectors of the SCPF;
  - b. Liaise with the SCPF Youth and School Safety Co-ordinator to assist in the development of a joint Substance Abuse Education Program;
  - c. Liaise with schools within the Sector 4 borders as to their safety plans;
  - d. Liaise with the SCPF Youth and School Safety Co-ordinator, Sinoville SAPS and Metro Police regarding schools safety;
  - e. In conjunction with the SCPF Youth and School Safety Co-ordinator, liaise with schools within the Sub Forum's area of jurisdiction as to their drug and alcohol abuse plans as well as their safety plans;
  - f. Attend joint meetings with SCPF Youth and School Safety Co-ordinator, Sector Managers, Metro Representative, Sector Crime Prevention Officers and school principals to assist with the development, implementation and monitoring of education programs on substance abuse as well as issues relating to school safety;
  - g. Assist, in conjunction with SCPF Youth and School Safety Co-ordinator with the gathering and consolidation of intelligence relating to drug trafficking, drug abuse and alcohol usage amongst school pupils and general school safety in the Sub Forum;
  - h. Attend the Quarterly Sub Committee on Youth and School Safety meeting with the SCPF and Sub Sectors representatives;
  - i. Present a Substance Abuse and School Safety Overview at the Annual General Meeting, if applicable;
  - j. Present a Substance Abuse and School Safety Overview at the Monthly Committee Meeting, if applicable;
  - k. Participate in the creation of a SCPF an Annual Substance Abuse Education Plan which must be consistent with the needs of the Sub-Sectors and the SAPS Master Crime Prevention Plan;
  - l. Together with the SCPF, inspect areas of concern within the Sector 4 together with the Crime Prevention Officer to familiarize himself with the operational requirements before engaging SAPS;

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- m. Report all known Substance Abuse incidents to the Crime Prevention Officer, the Chairperson of the Management Committee and SCPF Youth and School Safety Co-ordinator;
- n. Assist in the present Educational talks at schools and churches on the topic of Substance Abuse;
- o. Attend joint meetings with the SCPF Youth and School Safety Co-ordinator Sinoville SAPS Sector Managers as appointed by the Sinoville SAPS Station Commander from time to time, Metro Representative, Sector Crime Prevention Officers and school principals to develop, implement and monitor school safety plans;
- p. Create and Document an Annual School Safety Plan which must be consistent with the needs of the SCPF and the Sinoville SAPS Master Crime Prevention Plan;
- q. Inspect areas of concern within Sector 4 together with the Crime Prevention Officer to familiarize him/herself with the operational requirements before engaging Sinoville SAPS;
- r. Report all emergency School Safety Related matters to the Chairperson of the Sub- Forum;
- s. Assist with safety at school events at request;
- t. Establishment and maintenance of a working journal as both a record of activities as well as the basis for handover to the next incumbent when required.