



# UFS SECURITY POLICY

2023

*Inspiring excellence, transforming lives through quality, impact, and care.*

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VISION **130**  
*Renew and Reimagine  
for 2034*


UNIVERSITY OF THE  
FREE STATE  
UNIVERSITEIT VAN DIE  
VRYSTAAT  
YUNIVESITHI YA  
FREISTATA



UFS  
PROTECTION SERVICES



# Index

- 3** Introduction
  - 4** Important principles
  - 6** Aim of the policy
  - 7** Strategies for the implementation of the Security Policy
  - 11** Duties and responsibilities
    - Staff, students and contractors
    - Protection Services members
  - 13** Contact details
- 

# INTRODUCTION

The University of the Free State – in line with its Strategic Plan 2023–2028: Renewal and Reimagination for Greater Impact, is committed to creating circumstances conducive to high-quality learning, teaching, and scholarship and is doing this in ways that emphasise the university community’s well-being, taking into account its safety.

## Based on our values, as outlined in Vision 130, Protection Services:

- Adheres to the call for excellence in all aspects of university life, by demonstrating an excellent standard of conduct and integrity.
- Strives to be a steward of good governance that is accountable, responsible and dutiful.
- Is committed to creating an environment that is conducive to the happiness of the university community. This implies a commitment to caring for one another.

Following changes to the UFS safety and security strategy, an updated Security Policy was developed to explain the university’s new approach to safety and security.

In the implementation of this policy, the university aims to enhance the UFS experience by creating a safe environment that ensures the safety and security of people, property and information.

The policy is applicable to all students, staff, contractors and visitors to any UFS campus, satellite site or other premises of the university.

All new security-related arrangements and procedures to be implemented in the future will be based on this policy.



# IMPORTANT PRINCIPLES



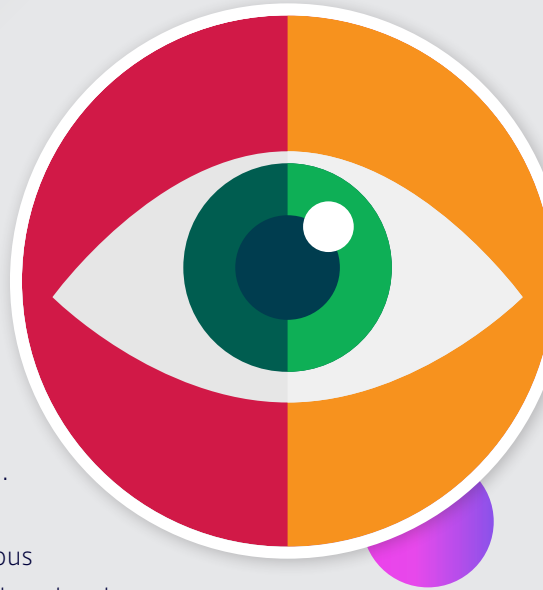
In compiling the Security Policy, the following important principles were considered:

## A pledge:

- The university's commitment to enhancing the UFS experience for students, staff and visitors by creating a safe environment that will ensure the safety and security of people, property and information.

## Policies:

- The UFS Strategic Goals (outlined in the UFS Strategic Plan 2018–2022 and the Integrated Transformation Plan).
- Planning, financing and implementation of the policy was informed by national legislation and guidelines, a security risk assessment, best practices and sound management processes – considering inclusion, transparency and affordability.
- Guidelines, standards and procedures or protocols necessary to manage the various security aspects for the UFS will be developed and implemented by Protection Services.



## Premises and property:

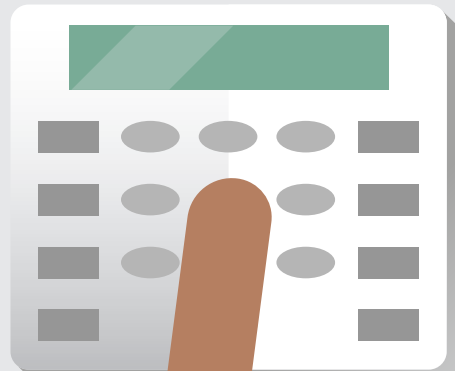
- Security conditions may vary for the different UFS locations, which are spread over a large geographical area and over the three UFS campuses, satellite sites and other premises.
- The challenges faced by the university in actively addressing crime and security matters at all its premises.
- Protection Services is registered as an in-house security service provider, which means that it can provide protection only to persons and property on the premises of the UFS, or on premises under the control of the UFS.

## Partnerships:

- The UFS senior management is committed to establishing and maintaining partnerships with relevant stakeholders to mitigate security risks and challenges.
- In some security situations, such as violent student protests, it may be necessary to call in the South African Police Service (SAPS) and experienced private security service providers to assist (this will be the last resort).
- In managing violent protests, a strict protocol will be followed and compliance regarding the deployment of the SAPS and private security firms will be monitored.

## Universal access:

- Universal access will be considered when the Security Policy is implemented, ensuring that students with disabilities are reasonably accommodated in respect of access to information, communication, services and personal assistance.



# AIM OF THE POLICY

The Security Policy was developed to improve security on all campuses, satellite sites and other UFS premises. The following principles guide the policy:

- 1. Coordinated approach:** A coordinated approach to safety and security, with all relevant role players on board.
- 2. Partnerships:** Partnerships with relevant role players in the community surrounding the UFS.
- 3. Improved infrastructure:** Improved security-related infrastructure at all UFS premises to ensure a safer environment.
- 4. Staff equipped with knowledge, confidence and means:** Empowered security staff at all UFS premises to ensure a safer environment.
- 5. Awareness:** A security awareness culture at all UFS premises.
- 6. Inclusiveness:** Involvement of the UFS community in safety and security issues.
- 7. Compliance:** Compliance with the Firearms Control Act (No 60 of 2000) regarding the carrying of weapons at all UFS premises.
- 8. Execution:** Protection Services is appointed as the department responsible for executing the safety and security mandate of the UFS.



# STRATEGIES FOR THE IMPLEMENTATION OF THE SECURITY POLICY

To implement the Security Policy, the following guidelines will be followed:

1. **Effective staffing and training of Protection Services personnel** aligned with the UFS safety and security strategy.
2. **Development of an early warning system** and capacity to pro-actively detect and mitigate threats.
3. **Improving on services** and ongoing benchmarking of best practices.
4. **A coordinated approach** towards security by establishing a Security Management Committee consisting of relevant role players.



5. **All persons** on all UFS premises (including staff, students and visitors) **are accountable** for security, together with Protection Services – the primary responsible entity.

6. Protection Services is responsible for the execution of all **security-related functions, including:**

- a. establishing a Security Management Committee;
- b. establishing sustainable partnerships with relevant role players in the wider community, including the SAPS, community policing forums and private security service providers;
- c. establishing and facilitating the Joint Operations Centre (JOC) to deal with safety and security-related emergencies;
- d. compiling and executing a UFS safety and security strategy;
- e. developing guidelines, standards, procedures and protocols to deal with safety and security matters;
- f. issuing and managing student and staff cards and temporary access permits;
- g. managing access control and other security-related technology or services;
- h. controlling traffic and parking;
- i. investigating reported cases at the UFS;
- j. taking part in the planning and execution of social, academic and sports events at any of the UFS premises – whether arranged by the UFS or outside institutions;
- k. assessing security-related threats and risks and advising the senior management;
- l. liaising with law enforcement and other entities about safety and security-related matters.





**7. Improving security-related infrastructure** to ensure a secure environment with effective access and exit control at all UFS premises, including buildings, libraries, residences, offices and sports fields.

**8. Considering the evaluation, improvement and installation of physical or electronic barriers** (e.g. gates, fences, burglar

bars, electronic access control measures, cameras, alarms, guard services, and electronic tagging of valuable items) when controlling access to any of the UFS premises and buildings, residences, offices and sports fields, to guard against safety or security risks.

**9. Considering** applicable safety measures such as installing and maintaining lighting equipment, cutting and pruning plants and creating safe walking routes between identified points on campuses.

**10. Ensuring that Protection Services has the necessary resources** to create and maintain a safe environment for all.

**11. Empowering** (through ongoing training in job-specific security-related skills) **all security personnel** (including selected staff and students residing on and off campus, as well as residence heads, Student Representative Council members and residence committees) at all UFS premises to ensure a more secure environment. In addition, the university will take reasonable steps to ensure that sourced service providers comply with industry-related legislation and accreditation.



- 12. Establishing a common vision** among staff, students and visitors regarding security issues and creating a security awareness culture at all UFS premises.
- 13. Providing off-campus students with security-related information.** The UFS will also foster strong relationships with the SAPS, relevant Community Policing Forums (CPFs) and private security service providers to ensure the security of such students.
- 14.** With regard to the carrying and handling of weapons at any of its premises (including firearms and dangerous weapons such as explosive devices, sharp objects such as swords and knives, and any object used to threaten or hurt someone), **the UFS will ensure strict compliance with the Firearms Control Act** (No 60 of 2000) and the Dangerous Weapons Act (No 15 of 2013). Visitors, students and staff must inform Protection Services in writing if they are carrying weapons (Protection Services can confiscate weapons not complying with legal requirements).
- 15. All security-related activities will be monitored.**



# DUTIES AND RESPONSIBILITIES

## Staff, students and contractors need to:

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1. **familiarise themselves** and comply with UFS security guidelines, standards, procedures and protocols;
  2. **report any criminal activities**, as well as suspicious activities, people, items and vehicles, to Protection Services;
  3. **co-operate with investigation processes**, as well as any reasonable instruction by an authorised person in the interest of safety and security;
  4. **take responsibility** for their own personal safety by not exposing themselves to criminal activity risks;
  5. **treat with care** any university property so that it is not exposed to criminal activity risks.

## Protection Services personnel need to:

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1. **identify and assess risks and threats** that can have an impact on the safety and security of staff and students;
  2. **issue early warning** and incident-specific reports for proactive decision-making;
  3. **record** all reported incidents;

4. **respond** to all on-campus emergencies reported by staff, students, visitors and contractors;
5. **investigate** reported cases and provide feedback to the relevant parties;
6. **develop and implement security guidelines**, standards, procedures and protocols;
7. **advise the Rectorate**, staff and students about the security implications of their actions;
8. **put in place programmes and projects** to make staff, students, visitors and contractors more security conscious;
9. **partner** with relevant stakeholders;
10. **support off-campus students** in contacting an armed-response service to respond to emergencies, help them to report any incidents to the SAPS, and arrange for counselling when necessary;
11. **ensure** that technical security measures are always functional;
12. **develop and implement a security strategy** that is in line with the UFS Strategic Plan.



# CONTACT DETAILS

## Protection Services 24/7 Duty Room

BLOEMFONTEIN CAMPUS	QWAQWA CAMPUS	SOUTH CAMPUS
051 401 2911 051 401 2634	058 718 5460 058 718 5175	051 505 1217

## South African Police Service: 10111 and 112

PARK ROAD SAPS	PHUTHADITJHABA SAPS	KAGISANONG SAPS
051 507 6027 051 507 6000	058 718 0895 058 718 0896	051 409 5608

