



Community Safety Action Plan

getting your crime and violence strategies started

ISCPS
TOOL 4 of 5

Safe Communities

toolbox

Crime and Violence Prevention for Communities

community tactics for crime and violence prevention

Involving Communities in Crime and Violence Prevention

working together for a safe community

Community Safety Assessment

uncover the roots of your community's crime and violence problems

Community Safety Action Plan

getting your crime and violence strategies started



You are here

Tracking the progress and success of Community Projects

monitoring and evaluating the progress and impact of projects



Whenever you see this icon, look for a tool at the back of this booklet

Sources of Information

Integrated Social Crime Prevention Strategy

British Columbia's Safe Communities Kit

NICRO Research Documents

The Safe Community Toolbox was developed for the Department of Social Development by NICRO.

Research by Melanie Dugmore and write-up and illustrations by Talita van der Walt.

2016

What is a

community safety action plan?

Action plans turn dreams into reality

A community safety action plan is a tool that

- shows your community and partners you are serious about getting things done
- helps you make sure you don't overlook something
- helps you be efficient with resources

A good action plan

Is complete - make sure you include all the activities you need to do to achieve your objective

Is clear - make it very clear who will do what by when

Anticipate Risks - make sure that you consider what would hinder implementation of the plan and plan strategies to deal with it.

Considers communication - make sure that you think of everyone that needs to know something about the implementation, what they need to know and how will you get the information to them.

An Action plan will answer

Why - are we doing this-what is our vision and mission

What - is the objective(s) or goal(s) we are trying to achieve with the activities

How - activities that will be done to achieve the objective

Who - will do the activities

By when - will the activity be completed

With what - what do you need in terms of human resources and material resource to do the activities

Then what - what risks or challenges is anticipated and if a challenge is encountered, what will you do to address it

Who needs to know what - what needs to be communicated about the projects to who, in what way and by when.

An action plan can be as detailed as you wish to make it. The level of detail will be determined by what you want to use it for.

Involving the

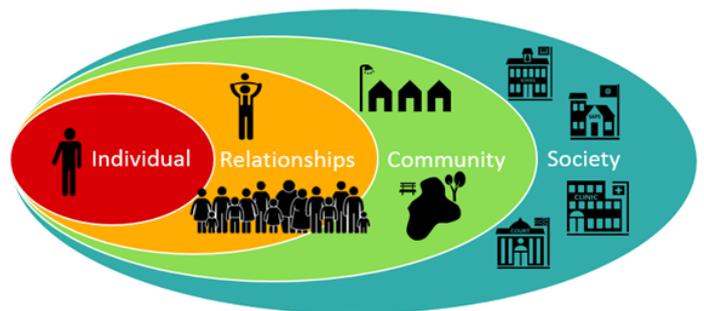
community

Two heads are better than one

Community members are best positioned to identify and plan workable solutions for their community.

Use the task team you identified in your visioning workshop or if you haven't done the workshop, form a task team to help with the action plan. Make sure that your task team includes.

- People who know something about crime and violence - *Local government, NGOs/CBOs, Faith based organisations, service professionals, academics etc.*
- People that are affected by crime and violence - *Victims, community members, traditional leaders, local government, school principals, youth workers, counsellors etc.*
- People who come from different cultures *Culture, nationality, language, interest groups etc.*
- People who have special needs *People with disabilities, old people, youth, children, women etc.*
- People who work in the field of crime *SAPS, Prosecutors, probation officers, parole officers, NGOs, CBOs, Faith based organisations, Shelters etc.*



People are **social** beings that live in **society**. If a problem occurs in society, we cannot expect to fix it outside of society. Individuals are inter-related to each other, to their community and to society as a whole. What happens in society influences the community, which in turn influences relationships (family, friends etc.) and ultimately influence the individual.



Book 3 in this series of Booklets - *Community Safety Assessment*, the yellow book, contains tools and methods to identify these groups and what they are doing. This booklet assumes you have followed Book 3 to complete your Community Safety Assessment and will refer to the information you gathered with its tools.

Tool 01 Partner Plotter

Tool 04 Change Makers

Tool 08 Visioning Workshop



Writing up

the community safety action plan

Write a plan that is easy to understand and use

Vision and Mission

Vision is the dream you have for your community. Where are we going? What will your community look like when it's problems and issues are sorted out.

Your Mission is a summary of what you intend to do. What is the purpose of our existence? What is our "business"? Who is our "customer"? Who benefits?

This information was gathered in



Tool 08 Visioning Workshop



Tool 09 Formulating Objectives

Objectives

Objectives describes what you want to achieve. It describes how you plan to address the gap between where you are now (Community Safety Profile) and where you want to go (your vision).

6 priority Objectives were identified in the Visioning Workshop and each of these Objectives were formulated as smart objectives



Tool 08 Visioning Workshop



Tool 09 Formulating Objectives



Tool 06 Community Safety Profile

Activities

What do you plan to do, what are the activities you are planning to do to achieve the objective. Who is responsible to do what and by when should it be completed.

You can use as much detail for the activities as you think is necessary to run your project smoothly. For instance

Activity: Do a Talk at the High School

Or you can break it into action steps or key tasks.

Activity: Do a Talk at the High School

Key Tasks: Make appointment with school to do a talk

Research information for talk

Prepare registers for kids to sign

Do talk

Activities, who and timelines were identified when the objectives were formulated



Tool 09 Formulating Objectives



Tool # G02 is a template to write up your Community Safety Action Plan

Tool 02 Community Safety Action Plan Template



Resources

What do you need in terms of human resources and material resource to do the activities. This was also identified in the above mentioned tool, but you now have to identify what you already have and what do you still need and what it will cost. Use tool #G01 Activity planner to assign resources to each activity. You will need to complete a sheet for each of your six priority objectives.

Tool 01 Activity Planner



Risks and Challenges

We know the reality is that things do not always work out as we plan. If we however plan for things that may go wrong, we are prepared to quickly react to it and take action to avoid it or minimise it's impact.

Identify what risks or challenges is anticipated and if a challenge is encountered, what will you do to address it.

For instance frequent power interruptions will make it difficult to do the administration necessary for the projects. We can anticipate it and buy generators or laptops that run on batteries or list things we could do during power interruptions.

Risks and Challenges and possible solutions were identified in

Tool 01 Activity Planner



Communication Planning

We could have the best Action Plan possible but if we do not communicate it clearly, it will just remain a plan on paper. For instance if you want to do a talk at the local high school you need to communicate with the school about it.

They need to understand what the project is about and what you hope to achieve with the talk. In a sense you need to sell your idea. In this case it would probably be best to have a face to face meeting with the relevant teachers as your way of communication.

For each activity you need to consider what needs to be communicated about the projects to who, in what way.

Communication needs were identified in

Tool 01 Activity Planner



Monitoring and Evaluation

Your monitoring and evaluation plan will help you to track that your activities are implemented as planned.

Your monitoring and evaluation plan can be developed by using purple tool #P01 to develop

Tool P01 Monitoring Plan



Goal: *Safe community*
Objective: *Who will make what change, by how much, where and by when?*

| Activity <i>What do we need to do?</i> | Outputs <i>What is the result or product of the activity?</i> | Responsibility <i>Who will do it?</i> | Time Line <i>By When?</i> | Resources (Inputs) | | | Risks & Challenges | | Communication <i>Who needs to know what, how and when?</i> |
|---|--|--|------------------------------|--------------------------|------------------|------|-----------------------------------|-------------------------|---|
| | | | | What do we already have? | What do we need? | Cost | What could hinder implementation? | How can you address it? | |
| | | | | | | | | | |
| | | | | | | | | | |
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TOOL #G02

Community Safety Action Plan Template

make sure everything you planned gets done

by writing an action plan that is easy to understand and implement

When do you use it?

An action plan is developed after you have determined your vision, mission and objectives and activities.

An action plan is a tool that describes how you plan to achieve your objectives

Your action plan describes what activities will be implemented, who will do it and within what timeline.

An action plan assigns resources, identify risks and plans for communication for each planned activity

Community Safety Action Plan helps you summarise your action plans in a format that is usable and easily understandable.

How to use it?

Knowing who the audience is will determine

- The information included and length of the report
 - The language use, structure and tone of the report
- Ask some of these questions to start thinking about the audience
- How much time will they have to read your report?
 - Why does the reader need this report/ what is the goal & purpose?
 - What does the reader need to know to make an informed decision?

Your community safety action plan must be complete and clear. It includes information and ideas that you have gathered during your community assessment and when you developed your objectives.

The form is titled 'Community Safety Action plan'. It includes sections for 'Vision', 'Mission', and 'Objectives'. Below these are six numbered boxes for listing objectives.

The first page contains general information. This information was gathered during the visioning workshop (tool #08) and while formulating objectives (tool #09)

A grid of 6 activity planning forms, one for each priority objective. Each form has columns for 'Activity', 'Responsible Person', 'Start Date', 'End Date', and 'Status'.

Page 2 to 7 is a breakdown of each of the 6 priority objectives that was identified in the visioning workshop (tool #08) - each objective has it's own page. Information to complete this sheet is found on Formulating objectives (tool #09) Activity planner (tool #G01) Monitoring plan (tool #P01)

A table titled 'Summary of Resources Needed' with columns for 'Activity', 'Resources', 'Responsible Person', and 'Cost'.

Page 8 is a summary of the resources needed for all the objectives and activities. You can use this to draft a budget. Summarising all on one sheet help you see that you do not duplicate items or persons needed.

A table titled 'Summary of Monitoring and Evaluating' with columns for 'Activity', 'Indicator', 'Method of Evaluation', and 'Frequency'.

Page 9 is a summary of monitoring and evaluating activities. It helps you plan and consolidate what you will check up on and when you will do it.



Who can use it?

- Individuals
- Groups or Teams
- Workshop Facilitators

Community Safety Action plan

Vision:

What is the dream? Where are we going? What will our community look like when it's problems and issues are sorted out.?

Mission:

What we intend to do. What is the purpose of our existence? What is our "business"? Who is our "customer"? Who benefits?

Six

Priority

Objectives:

What we want to achieve. How we plan to address the gap between where we are now (Community Safety Profile) and where we want to go (our vision).

| | |
|----------|--|
| 1 | |
| 2 | |
| 3 | |
| 4 | |
| 5 | |
| 6 | |

Priority
Objective 1

Objective: Who will make what change, by how much, where and by when

Baseline Data: what does the situation look like before we implement any plans

Partners: who will play a role in implementing plans

| | Activity: What do we need to do to address the problem? | Output: What is the result or product of the activity? | Resources: What do we need to do the activities? | Communication: Who needs to know what, how and when? | Risk and challenges: What could hinder implementation? |
|---|---|--|--|--|--|
| 1 | | | | | |
| | Who | | Total Cost | | |
| | By When | Performance Indicators | Means of Verification | Frequency of checks | Possible solutions |

| | Activity: What do we need to do to address the problem? | Output: What is the result or product of the activity? | Resources: What do we need to do the activities? | Communication: Who needs to know what, how and when? | Risk and challenges: What could hinder implementation? |
|---|---|--|--|--|--|
| 2 | | | | | |
| | Who | | Total Cost | | |
| | By When | Performance Indicators | Means of Verification | Frequency of checks | Possible solutions |

| | Activity: What do we need to do to address the problem? | Output: What is the result or product of the activity? | Resources: What do we need to do the activities? | Communication: Who needs to know what, how and when? | Risk and challenges: What could hinder implementation? |
|---|---|--|--|--|--|
| 3 | | | | | |
| | Who | | Total Cost | | |
| | By When | Performance Indicators | Means of Verification | Frequency of checks | Possible solutions |

Priority

Objective 2

Objective: Who will make what change, by how much, where and by when

Baseline Data: what does the situation look like before we implement any plans

Partners: who will play a role in implementing plans

| | Activity: What do we need to do to address the problem? | Output: What is the result or product of the activity? | Resources: What do we need to do the activities? | Communication: Who needs to know what, how and when? | Risk and challenges: What could hinder implementation? |
|---|---|--|--|--|--|
| 1 | | | | | |
| | Who | | Total Cost | | |
| | By When | Performance Indicators | Means of Verification | Frequency of checks | Possible solutions |

| | Activity: What do we need to do to address the problem? | Output: What is the result or product of the activity? | Resources: What do we need to do the activities? | Communication: Who needs to know what, how and when? | Risk and challenges: What could hinder implementation? |
|---|---|--|--|--|--|
| 2 | | | | | |
| | Who | | Total Cost | | |
| | By When | Performance Indicators | Means of Verification | Frequency of checks | Possible solutions |

| | Activity: What do we need to do to address the problem? | Output: What is the result or product of the activity? | Resources: What do we need to do the activities? | Communication: Who needs to know what, how and when? | Risk and challenges: What could hinder implementation? |
|---|---|--|--|--|--|
| 3 | | | | | |
| | Who | | Total Cost | | |
| | By When | Performance Indicators | Means of Verification | Frequency of checks | Possible solutions |

Priority
Objective 3

Objective: Who will make what change, by how much, where and by when

Baseline Data: what does the situation look like before we implement any plans

Partners: who will play a role in implementing plans

| | Activity: What do we need to do to address the problem? | Output: What is the result or product of the activity? | Resources: What do we need to do the activities? | Communication: Who needs to know what, how and when? | Risk and challenges: What could hinder implementation? |
|---|---|--|--|--|--|
| 1 | | | | | |
| | Who | | Total Cost | | |
| | By When | Performance Indicators | Means of Verification | Frequency of checks | Possible solutions |

| | Activity: What do we need to do to address the problem? | Output: What is the result or product of the activity? | Resources: What do we need to do the activities? | Communication: Who needs to know what, how and when? | Risk and challenges: What could hinder implementation? |
|---|---|--|--|--|--|
| 2 | | | | | |
| | Who | | Total Cost | | |
| | By When | Performance Indicators | Means of Verification | Frequency of checks | Possible solutions |

| | Activity: What do we need to do to address the problem? | Output: What is the result or product of the activity? | Resources: What do we need to do the activities? | Communication: Who needs to know what, how and when? | Risk and challenges: What could hinder implementation? |
|---|---|--|--|--|--|
| 3 | | | | | |
| | Who | | Total Cost | | |
| | By When | Performance Indicators | Means of Verification | Frequency of checks | Possible solutions |

Priority

Objective 4

Objective: Who will make what change, by how much, where and by when

Baseline Data: what does the situation look like before we implement any plans

Partners: who will play a role in implementing plans

| | Activity: What do we need to do to address the problem? | Output: What is the result or product of the activity? | Resources: What do we need to do the activities? | Communication: Who needs to know what, how and when? | Risk and challenges: What could hinder implementation? |
|---|---|--|--|--|--|
| 1 | | | | | |
| | Who | | Total Cost | | |
| | By When | Performance Indicators | Means of Verification | Frequency of checks | Possible solutions |

| | Activity: What do we need to do to address the problem? | Output: What is the result or product of the activity? | Resources: What do we need to do the activities? | Communication: Who needs to know what, how and when? | Risk and challenges: What could hinder implementation? |
|---|---|--|--|--|--|
| 2 | | | | | |
| | Who | | Total Cost | | |
| | By When | Performance Indicators | Means of Verification | Frequency of checks | Possible solutions |

| | Activity: What do we need to do to address the problem? | Output: What is the result or product of the activity? | Resources: What do we need to do the activities? | Communication: Who needs to know what, how and when? | Risk and challenges: What could hinder implementation? |
|---|---|--|--|--|--|
| 3 | | | | | |
| | Who | | Total Cost | | |
| | By When | Performance Indicators | Means of Verification | Frequency of checks | Possible solutions |

Priority

Objective 5

Objective: Who will make what change, by how much, where and by when

Baseline Data: what does the situation look like before we implement any plans

Partners: who will play a role in implementing plans

| | Activity: What do we need to do to address the problem? | Output: What is the result or product of the activity? | Resources: What do we need to do the activities? | Communication: Who needs to know what, how and when? | Risk and challenges: What could hinder implementation? |
|---|---|--|--|--|--|
| 1 | | | | | |
| | Who | | Total Cost | | |
| | By When | Performance Indicators | Means of Verification | Frequency of checks | Possible solutions |

| | Activity: What do we need to do to address the problem? | Output: What is the result or product of the activity? | Resources: What do we need to do the activities? | Communication: Who needs to know what, how and when? | Risk and challenges: What could hinder implementation? |
|---|---|--|--|--|--|
| 2 | | | | | |
| | Who | | Total Cost | | |
| | By When | Performance Indicators | Means of Verification | Frequency of checks | Possible solutions |

| | Activity: What do we need to do to address the problem? | Output: What is the result or product of the activity? | Resources: What do we need to do the activities? | Communication: Who needs to know what, how and when? | Risk and challenges: What could hinder implementation? |
|---|---|--|--|--|--|
| 3 | | | | | |
| | Who | | Total Cost | | |
| | By When | Performance Indicators | Means of Verification | Frequency of checks | Possible solutions |

Priority

Objective 6

Objective: Who will make what change, by how much, where and by when

Baseline Data: what does the situation look like before we implement any plans

Partners: who will play a role in implementing plans

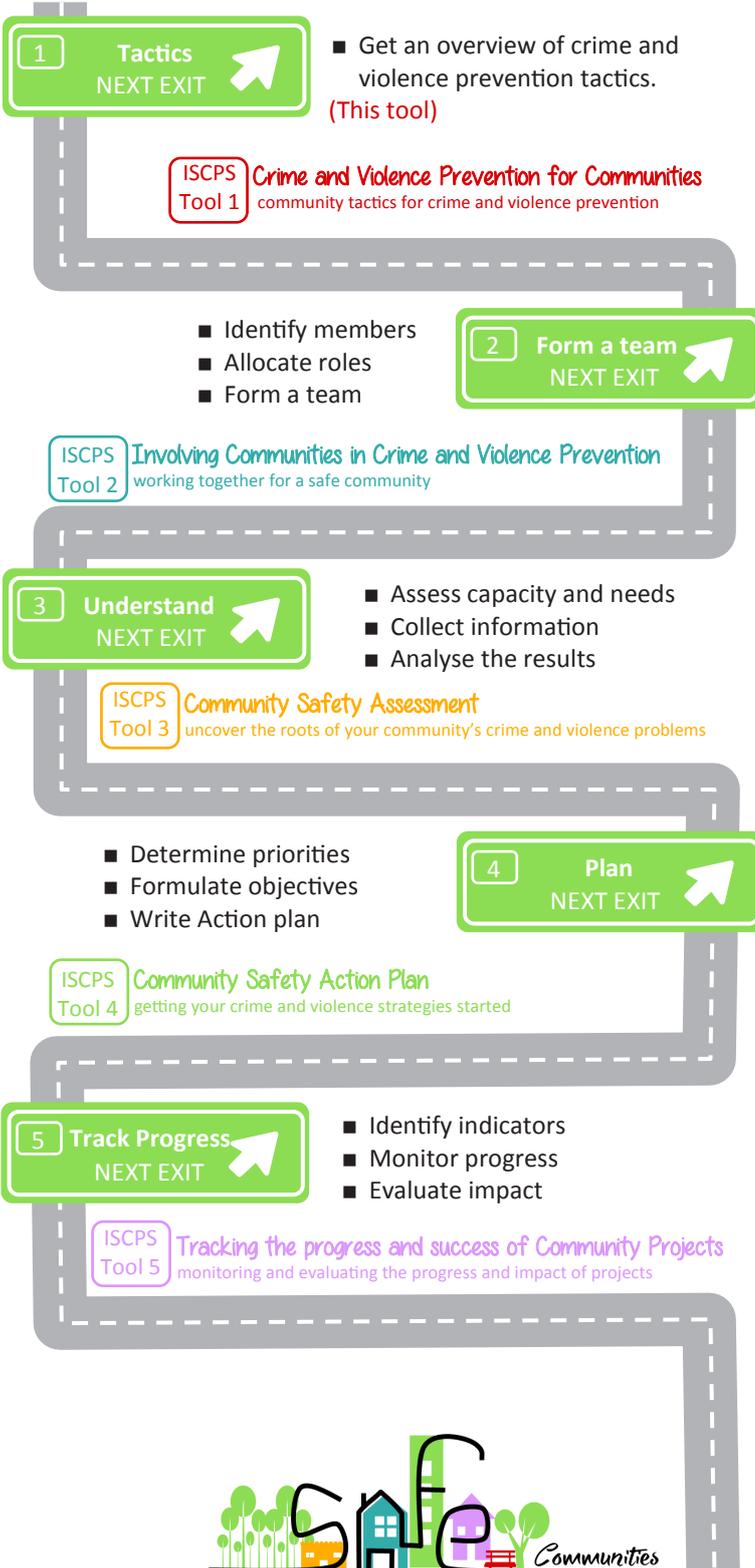
| | Activity: What do we need to do to address the problem? | Output: What is the result or product of the activity? | Resources: What do we need to do the activities? | Communication: Who needs to know what, how and when? | Risk and challenges: What could hinder implementation? |
|---|---|--|--|--|--|
| 1 | | | | | |
| | Who | | Total Cost | | |
| | By When | Performance Indicators | Means of Verification | Frequency of checks | Possible solutions |

| | Activity: What do we need to do to address the problem? | Output: What is the result or product of the activity? | Resources: What do we need to do the activities? | Communication: Who needs to know what, how and when? | Risk and challenges: What could hinder implementation? |
|---|---|--|--|--|--|
| 2 | | | | | |
| | Who | | Total Cost | | |
| | By When | Performance Indicators | Means of Verification | Frequency of checks | Possible solutions |

| | Activity: What do we need to do to address the problem? | Output: What is the result or product of the activity? | Resources: What do we need to do the activities? | Communication: Who needs to know what, how and when? | Risk and challenges: What could hinder implementation? |
|---|---|--|--|--|--|
| 3 | | | | | |
| | Who | | Total Cost | | |
| | By When | Performance Indicators | Means of Verification | Frequency of checks | Possible solutions |

How to get to a safe place

“If you don’t know where you are going, you won’t know when you get there”.



Safe Communities

toolbox

The Safe Community toolbox was developed by DSD as a tool to implement South Africa’s Integrated Social Crime Prevention Strategy (ISCP).

The toolbox is divided into 5 tools that each addresses a part of the process of developing and implementing a community Safety Action Plan.

Tool 1 - Gives an understanding of Crime Prevention and the process of making communities safe.

Tool 2 - Gives information, advice and tools on working together.

Tool 3 - Gives information and tools on how to do a Community Safety Assessment.

Tool 4 - (this tool) Gives information and tools on developing a Community Safety Action Plan.

Tool 5 - gives information and tools on monitoring and evaluating projects.

The tools are available to anyone that wants to initiate a project in their community. It can be used as a resource or as information pieces for interested parties.

In addition to this toolbox, DSD also have training material that gives more in-depth information on all the topics covered in this toolbox.

Contact your nearest DSD office for more information and tools.

Ask for the District Social Crime Prevention Functionary

