

**This is an extract from:**  
**Building safer communities through systemic approaches to violence prevention -**  
**A toolkit for participatory safety planning**

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**The entire toolkit is available on: [www.saferspaces.org.za](http://www.saferspaces.org.za)**

There are numerous examples of successful violence and crime-prevention initiatives in South Africa. Very often these are community-based, with a holistic perspective on violence and crime, and their prevention.

Additionally, some organisations have developed helpful guidelines and manuals to support practitioners in violence and crime-prevention initiatives to plan and realise their projects. The following two tables provide an overview:

**Table 1: Helpful existing Guidelines and Manuals on Violence and Crime Prevention and Their Use – An Overview**

Document, Author/s, year, published by	Use		
	Conceptual Input	Collection of Data & Analysis	
Lieberman, S, K. Landman, A. Louw, and R. Robertshaw. (2000). "Making South Africa Safe: a manual for community based crime prevention". Published by the National Crime Prevention Centre, Department of Safety and Security & CSIR	Provides conceptual basis for development of crime prevention strategies;	Community Safety Audit: <b>Step 1:</b> Identify the crime problems in the community by collecting information. <b>Step 2:</b> Identify who is already involved in crime prevention activities in the community. <b>Step 3:</b> Analyse the social and physical characteristics of the area. <b>Step 4:</b> Decide which problems are most important. <b>Step 5:</b> Analyse the priority problems in the community.	
Described in: B. Holtmann (2010). "Local Safety Toolkit: Enabling Safe Communities of Opportunity", CSIR <a href="http://researchspace.csir.co.za/dspace/bitstream/10204/4244/1/Holtmann_2010.pdf">http://researchspace.csir.co.za/dspace/bitstream/10204/4244/1/Holtmann_2010.pdf</a> Local Society Strategy Toolkit (LSST) based on Model/Concept of a "Safe Community of Opportunity"	Model provides helpful overview of each element for community safety and resp. attribution of institutional responsibilities  Broad range of concepts and information reg. violence and crime, as well as safety focusing on an integrated community safety concept.	ICT based instrument provides a set of analysis tools for complex analysis  With safety lens	
Noxolo Mgudlwa and Marie Ström (2010). "Creating safe communities – A study circle workbook on dealing with crime", IDASA	Provides broad range of concepts and information violence and crime prevention, resp. institutions and success stories;  Focuses on "community safety" as whole society problem/task	Provides tools for analysis  With safety lens	
Landman, K., Meicklejohn, C. and Coetzee, M. (2008). "IDP and Safety Planning: A guideline to assist local government to integrate the process". Pretoria, Gauteng Dept. of Community Safety.  Prepared by CSIR, Built Environment	Provides conceptual context information;  Refers to safety strategy for Gauteng (2009 – 2014): Pillar 1: Improving the quality of Policing; Pillar 2: Promoting Social Crime Prevention; Pillar 3: Developing Institutional Arrangements; Pillar 4: Encouraging Community Participation.  Crime and security focused	Stage 1: A <i>community safety audit</i> to identify problems and understand the community  Stronger focus on crime than on violence and crime and respective risk and protective factors	

		Target Group/Objectives	Approach	Observations/Description
	<b>Planning &amp; M&amp;E</b>			
	<p><b>Planning:</b></p> <p><b>Step 6:</b> Develop a range of focus areas</p> <p><b>Step 7:</b> Identify possible partners</p> <p><b>Step 8:</b> Identify possible solutions</p> <p><b>Step 9:</b> Select the most suitable programmes and refine them</p> <p><b>Step 10:</b> Obtain support for the programmes you select</p>	Local governments/ municipalities	Provides guidance for the development of a local crime prevention strategy on community level promoting broad community participation/the participation of various stakeholders, planning based on the reduction of risk factors	Provides step-by-step guidance on how to develop a local crime prevention strategy in South Africa.
	<p>Provides a set of planning tools, ICT based</p> <p>A tool for the facilitation of a shared vision for a Safe Community of Opportunity;</p> <p>Proposed indicators for performance measurement towards the achievement of a Safe Community of Opportunity</p>	Community based; “The LSST provides sets of tools, templates and instruments that can be used by officials to develop their own strategies. The LSST provides a useful framework for social crime prevention at local level.” (promoted and mentioned in Chapter 4.2. of the ISCPs by the Department of Social Development – DSD, SA)	Refers to the model of a “Safe Community of Opportunity” developed by B. Holtmann/ CSIR, integrated community safety approach, addresses unsafety as a whole-government and whole-society problem; systemic bottom-up-approach, process approach	Since ICT based, difficult to access. The model and the ICT toolkit actively promote collaboration among local role players. Data gathered in the toolkit shall be used by those for whom it has relevance, rather than the toolkit requiring users to share all information with all stakeholders, promotes shift from prevention of crime and violence to an approach that aims to enhance safety in communities
	Promotes taking action with small examples and small steps to start with and support for developing an action plan	Community members; Aims at awareness raising and community mobilization	Study circles on Crime Prevention on Community Level, parts from root causes, addresses problem of law enforcement versus crime prevention, refers as well to model of LSST;	Can be used easily; no specific knowledge required, promotes among others becoming active e.g. in CPF;
	<p>Stage 2: Developing a strategy</p> <p>Stage 3: Managing and implementing the strategy</p> <p>Stage 4: Monitoring and evaluating the strategy</p>	<p>Local government, municipalities;</p> <p>Integration of a Safety Planning Process in the Integrated Development Planning of local municipalities – mainstreaming safety in IDPs, safety plans</p>	As guidelines offers a description of the integration of processes, specifically the incorporation of safety planning into the IDP process by local authorities; promotes Crime Prevention through Environmental Design (CPTED) measures of local governments – to start with; Integrated development planning therefore facilitates an approach to local planning that focuses on local priority issues rather than development sectors	<p>Promotes municipal <u>governance</u> instead of <u>government</u> – broader understanding emphasizing importance of participation of communities, residents and stakeholders</p> <p>(aligned with the Municipal Systems Act), offers useful examples of the role of CPTED in relation to other spatial initiatives that may come up in the IDP process.</p> <p>Quite complex</p>

Document, Author/s, year, published by	Use		
	Conceptual Input	Collection of Data & Analysis	
Karina Landman & Tinus Kruger (2008, reprint 2009). <i>“Crime Prevention through Environmental design – Training Manual”</i> ; prepared for The Gauteng Department of Community Safety, by CSIR Built Environment	Conceptually congruent with above mentioned document focusing on CPTED, crime and security focused	Provides a description of the process and information needed, as well as of tools for crime analysis: community crime mapping, interview guidelines, check lists for physical analysis of neighborhood and crime hot-spot areas;  Stronger focus on crime than on violence	
CJCP (2011): Department of Community Safety Learning Programme Facilitators’ Guide – Pilot Training, developed by CJCP in Cooperation with the Gauteng Department of Community Safety  Youth Volunteer Training – 4 volumes: a) Programme Facilitators Guide b) Learning Programme Learners Book c) Learning Assessment Workbook d) Assessment Manual  Pilot Training 2011, Presented by CJCP	Provides concepts of crime and crime prevention, incl. community based social crime prevention,	Provides guidelines for a Community Safety Audit, focus on environmental aspects	
GIZ (2011) <i>“YDF – Manual for Violence Prevention through Football – Guidelines for teaching Football and Life Skills”</i>	Concepts of violence and violence prevention, mediation, etc. Are explained in the context of football, in a comprehensive way.	--	
GIZ (2010). <i>“Systemic youth violence prevention – Guidelines for Planning and Implementation of tailored Measures for Youth Violence Prevention”</i>	Provides conceptual basis for development of violence prevention strategies based on a systemic understanding of violence, focusing on youth violence;	Provides description of participatory tools, as well as ToRs for (Pre-)Study (/Audit/Assessment) on situation of violence with a safety lens;	

Planning & M&E		Target Group/Objectives	Approach	Observations/Description
	Provides e.g. tools to support decision making reg. prioritizing strategies/programmes; examples for M&E templates,	Local Government Officials Support for planning and implementing CPTED measures	Focus on situational violence prevention	Intended as a supporting document for a two-day CPTED training workshop aimed at local government officials dealing with community safety. The training has a specific focus on the implementation of CPTED by means of a strategic action plan and the process to be followed in developing such a plan
	Provides description of a problem solving process; examples: policing, environmental design, Provides information on case studies (best practices)	Facilitators & Learners (young people in urban, peri-urban and rural communities)  The unit standard is for learners and practitioners interested in pursuing a career path to prevent/reduce conflict, deviance, crime and victimization.	Volunteers Training is part of the officially recognized qualification system esp. For learners without formal qualification within the National Qualifications framework NQF, under the South African Qualifications Authority SAQA.  The facilitators work with the help of a slide show to visualize the contents of the courses.	4 days course + 1 day assessment; learning programme provides young people in urban, peri-urban and rural communities with the knowledge, skills, attitudes and behaviour to achieve the outcomes stated in the Unit Standard.
	Concrete examples for small initiatives to promote violence prevention/non-violent football playing and to use football as preventive measure	Football coaches (under the project). Provides support for combining football with life skill training (focusing on violence and violence prevention, mediation, etc.) of participating children	Part of the project: Youth Development through Football implemented by GIZ in partnership with the Dept. of Sport and Recreation South Africa (SRSA) (2007 – 2012)	Closely connected to dynamics of football/sports, therefore just useful within this context.
	Provides description of steps for systemic planning of measures/projects, based on the concept of behaviour change (of key actors who influence people at risk of using violence); supports definition of progress indicators reg. behaviour change	Consultants as well as representatives of local/regional/national governments, NGOs, organisations of international cooperation (technical and financial)	systemic approach, definition of behaviour changes of key actors (process derived from outcome mapping), puts youth in the center, analysis and planning based on ecological model and reduction of risk factors, focus on primary and secondary violence prevention	Provides information on successful models, as well as support for the development of innovative ideas for prevention strategies through a shift of the perspective (behaviour change) esp. during the planning phase;

**Table 2: Where to find concrete, combinable Tools in South African Guidelines and Manuals? A Selection**

Character of the Tool	Aspects dealt with	Brief description	
Useful guiding questions	General strategic questions relevant for the planning process of a crime prevention strategies	The questionnaire provides simplified key questions and examples which are useable for a general reflection on crime prevention strategies	
Checklist on issues which should be included in the CPTED neighbourhood information collection	Gathering information regarding the characteristics of the physical environment.	The checklist provides a range of questions to gather information regarding the characteristics of the physical environment in order to identify possible links with crime patterns and crime in specific hot spots	
Key questions to consider for project management	e.g. to determine required types of management skills and in general management requirements	The list of questions determine what types of management skills will be required for the various projects and who should take responsibility for these, to identify the need of local implementers as well as to integrate CPTED with broader prevention initiatives	
Interview schedules	Guide to do interviews	The schedules provide topics and important questions to guide through an interview with the police and other potential actors reg. CPTED	
Checklist for the physical analysis of the neighbourhood	Getting and processing of relevant information about the neighbourhoods' safety aspects	This checklist is based on the five CPTED principles and offers some questions to keep in mind when recording and analysing the spatial characteristics of the neighbourhood.	
Checklist for the analysis of crime hot spots	Getting and processing of relevant information on crime hot spots	The aim of the provided questions in this tool is to identify the specific spatial and a few social characteristics of a place to determine which factors offer opportunities for the crimes to occur.	

	Target Group/Objectives/aspect of the process	Can be used in Phases			Guideline/Handbook (Author/s, title, page/s where to find the tool)
		1	2	3	
	Local governments/municipalities/guideline in the planning process	✓	✓	✓	Lieberman, S, K. Landman, A. Louw, and R. Robertshaw. (2000). "Making South Africa Safe: a manual for community based crime prevention". Published by the National Crime Prevention Centre, Department of Safety and Security & CSIR; Appendix
	Local Government Officials/Support for planning and implementing CPTED measures/ including environmental issues in the collection and analyses	✓			Karina Landman & Tinus Kruger (2008, reprint 2009). "Crime Prevention through Environmental design – Training Manual"; prepared for The Gauteng Department of Community Safety, by CSIR Built Environment, Page 31
	Local Government Officials/Implementation of a strategy/including environmental issues in the collection and analyses	✓	✓		Karina Landman & Tinus Kruger (2008, reprint 2009). "Crime Prevention through Environmental design – Training Manual"; prepared for The Gauteng Department of Community Safety, by CSIR Built Environment, Page
	Local Government Officials/guide through the interview process/get in contact and collecting important information from key actors	✓			Karina Landman & Tinus Kruger (2008, reprint 2009). "Crime Prevention through Environmental design – Training Manual"; prepared for The Gauteng Department of Community Safety, by CSIR Built Environment, Page 53ff, Annex 1
	Local Government Officials/keeping in mind important safety aspects during analyzing the environment/analyzing collected information about safety relevant neighbourhood information	✓	✓		Karina Landman & Tinus Kruger (2008, reprint 2009). "Crime Prevention through Environmental design – Training Manual; prepared for The Gauteng Department of Community Safety, by CSIR Built Environment, Page 57 ff Annex 3
	Local Government Officials/keeping in mind important safety aspects during analyzing hot spots/analyzing collected information about safety relevant hot spots	✓			Karina Landman & Tinus Kruger (2008, reprint 2009). "Crime Prevention through Environmental design – Training Manual; prepared for The Gauteng Department of Community Safety, by CSIR Built Environment, Page 60 ff, Annex 3

Character of the Tool	Aspects dealt with	Brief description	
Crime mapping tool	Useful tool to bring understanding of how different members of a community see and experience the space and context they live in. Focus of document is on primary social prevention	A community mapping exercise can help to identify the strengths and weaknesses of a community and make suggestions for how to improve how the community works, both spatially and socially.	
Community safety audits	Provides a checklist as guide to what one should look for while conducting the audit: General impressions, lighting, sightlines, Isolation from being seen or heard, Movement predictability, signs, Public transport stops, Overall design, maintenance and improvements.	Safety Audits allow local people to provide accurate and useful information to planners, designers and service providers.	
Problem solving process tool	Five step problem identification process: practical tool to defining what the problem and how to directly address the problem with practical solutions. Easy to follow and simple practical steps	<p><b>Step 1:</b> Identify and define the problem</p> <p><b>Step 2:</b> Analyse the problem through gathering of information</p> <p><b>Step 3:</b> Identifying, designing and planning possible solutions to the problem</p> <p><b>Step 4:</b> Test ideas and put plans into action</p> <p><b>Step 5:</b> Keep an eye on the project to check that it is going smoothly</p>	

	Target Group/Objectives/aspect of the process	Can be used in Phases			Guideline/Handbook (Author/s, title, page/s where to find the tool)
		1	2	3	
	Local Government Officials/SAPS, Community, Civil society and other local stakeholders. Requires a large pool of resource from the community	✓			CJCP (2011): Department of Community Safety Learning Programme Facilitators' Guide – Pilot Training, developed by CJCP in Cooperation with the Gauteng Department of Community Safety
	Facilitators & Learners (young people in urban, peri-urban and rural communities)	✓			CJCP (2011): Department of Community Safety Learning Programme Facilitators' Guide – Pilot Training, developed by CJCP in Cooperation with the Gauteng Department of Community Safety: Learners Book, Page 28 ff
	Facilitators & Learners (young people in urban, peri-urban and rural communities)	✓	✓	✓	CJCP (2011): Department of Community Safety Learning Programme Facilitators' Guide – Pilot Training, developed by CJCP in Cooperation with the Gauteng Department of Community Safety: Learners Book, Page 25