



Western Cape
Government

**WESTERN CAPE
DEPARTMENT OF SOCIAL DEVELOPMENT
STANDARD OPERATING PROCEDURE FOR CANALISATION
SERVICES**

Amendment Log:

Version number	Date	Summary of changes
1	30 May 2017	-
2	6 June 2017	Added Directorate: Facility Management to Purpose of this Document and section relating to the Children's Act

Preamble

Purpose of this Document

The purpose of this Standard Operating Procedure (SOP) is to provide regional directors and their child protection personnel with guidelines and procedures for the application of canalisation services. This SOP is applicable to all canalisation officers in the regional and local offices, as well as the Directorate: Facility Management.

Approval

Marion Johnson
CD: Business Planning and Strategy

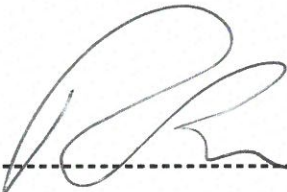
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Dr Robert Macdonald
Head of Department

06/06/2017
Date



Signature

DEFINITIONS

1.1 CANALISATION

The term canalisation refers to the management and movement of children in the statutory child protection system. It includes record-keeping and tracking of all children entering, moving within, or exiting alternative care.

1.2 CANALISATION OFFICER

For the purposes of this document, a canalisation officer is a designated child protection social worker, who administers and regulates the stay, movement and exit of children in the child protection system.

In the Western Cape Department of Social Development, the canalisation officer is to report directly to a social work manager. The cases that the canalisation officer is responsible for recording and tracking are all of those cases within the geographic area for which his or her social work manager is responsible for managing child protection (including all cases in said area that are managed by NGOs). The canalisation officer should not have a caseload (of clients) of his or her own. Note that NGOs cannot perform canalisation functions, since the Head of Department cannot delegate his or her powers and functions under the Children's Act to non-government staff.

In order to be appointed as a canalisation officer, a social worker should meet the following minimum requirements:

- a) A social worker registered in terms of the Social Service Professions Act, 1978 .
- b) Six years' experience in the field of application of child care legislation or children's court matters.
- c) Experience in child protection and statutory social work.
- d) Knowledge and understanding of childcare legislation, policies, guidelines, norms and standards.
- e) Competency in planning, administration, organising and communication.

1.3 CASE MANAGER

The designated social worker responsible for the placement of the child (and in some cases also supervision of family reunification services).

2. ROLES AND RESPONSIBILITIES FOR DSD STAFF IN THE EXECUTION OF CANALISATION

Below is a list of roles and responsibilities of the canalisation officer, and of the other officials involved with canalisation processes.

2.1 Canalisation officer

1. Keep up-to-date information (register) on the status of all children in alternative care in his or her assigned geographic area of responsibility utilising the template attached as Annexure 1.
2. Receive all children's court orders from the children's court. Canalisation officers are central points of collection of all court orders for their area of jurisdiction. Any case manager who receives an order directly from a children's court must immediately send a copy to the canalisation officer for his or her geographic area in order to ensure the canalisation officer is able to keep the relevant register updated. The same principle applies to NGOs social workers or offices that receive orders directly from a court. If a canalisation officer receives any court orders for cases not within his or her social work manager's area of responsibility, he or she must ensure that the order is sent to the correct canalisation officer within 48 hours.
3. Once a court order has been captured on the register template (annexure 1), the canalisation officer must route it to the case manager.
4. The canalisation officer must attend any children's court case management meetings with the social work manager and social work supervisors (should the children's court in his or her area of jurisdiction hold such meetings).
5. Consider applications and issue approvals (or refusals) in terms of s159, s168, s171, s173, s174,175 and s176 (see tables below for procedure to be followed for each of these applications). Record all decisions issued on the relevant registers (Annexure 1 and Annexure 6), and send the documents to the case manager for filing.
6. Receive and record all approvals from the Director: Facilities in terms of s174 for children to be placed in Child and Youth Care Centres, and route copy to case manager.
7. Receive and record all approvals in terms of section 169 for a child in alternative care to leave the Republic from the Director: Children and Families or Director: Facilities for updating of register, and where necessary, route copy to case manager.
8. Receive and record all reports from case managers of children who abscond from alternative care, as well as receive and record any order arising from a children's court enquiry into the abscondment in terms of section 170 of the Children's Act. Facility management must also report absconding of children to the relevant canalisation officer at the region.
9. Receive and record in a register, all reports of serious injury, abuse of a foster child and death of a child in alternative care in terms of Section 178 and Regulation 64 (using the section 178 register – Annexure 2). Information on child deaths in facilities must be provided to the canalisation officer by the facility directorate.
10. Keep a register of all children removed to temporary safe care on form 36 using the template attached as Annexure 3.
11. Use register of cases (Annexure 5) to alert the social work manager and relevant supervisor on all applications for foster care not finalised within 90 days.
12. Issue reminders to case manager or relevant child protection organisation in the region 4 months before any court order expires.
13. Receive and record all Form 22s received from case managers using the Child protection register template attached as Annexure 4
14. Receive and record (on template included as Annexure 4) all form 23s from case managers and send to the Regional Child Protection Register Coordinator.
15. Submit all orders issued to SASSA on a weekly basis.
16. On a monthly basis, submit to the social work manager as required:
 - a. The register of all orders issued (template attached as Annexure 6 below)
 - b. The register of child injuries and deaths in alternative care (template attached as Annexure 2 below)
 - c. The register of all form 36 removals (template attached as Annexure 3 below)
 - d. Child Protection Register (template attached as Annexure 4 below)

17. Train and inform staff on canalisation as needed, especially for development of new social workers, in collaboration with the supervisor.

2.2 Case Manager

1. Place all court orders received from the canalisation officer on the relevant child's case file. The file must be properly opened and stored in the registry, according to registry standards.
2. Ensure that court orders that he or she receives directly from the children's court are copied to the canalisation officer prior to filing.
3. Provide copies of court orders to clients (where applicable).
4. Send all applications in terms of s159, s168, s169, s171, s173, s174, s175 and s179. to the canalisation officer for decision.
5. Receive all decisions in terms of s159, s168, s169, s171, s173, s174, s175, s176. from the canalisation officer, and provide copies to the clients where necessary. Place decision documents on the relevant case files.
6. Send copies of all reports of abscondments to the canalisation officer for recording.
7. Send to the canalisation officer copies of all reports of serious injury, abuse, or death of a child in alternative care in terms of Section 178 and Regulation 64
8. Send copies of all form 36s to the canalisation officer.
9. Send copies of all form 22s and 23s to the canalisation officer.
10. Ensure, as far as possible, that all child protection investigations are completed within 90 days of report being received, as per Children's Act, and ensure that all court dates are adhered to.
11. Ensure that all foster care extension applications are prepared and submitted timeously
12. Ensure that foster care extension orders are timeously submitted to SASSA via the Canalisation Officer
13. Ensure the final cancellation of the foster care order when a child is transferred from foster care to a CYCC or where a foster care child dies, and notify SASSA accordingly for grant de-activation.
14. Submit request and approval forms for escort fees and safety fees to the Social supervisor.
15. Receive claims from escorts and temporary safety parents, and send to social work supervisor.

2.3 Social work supervisor (supervisors of social workers working for DSD)

1. Assign cases to case managers using Allocation Cards.
2. Ensure that the canalisation officer is immediately notified of all new investigations regarding children at risk (Forms 36, 22 and 23).
3. Maintain a register of which cases have been assigned to which case managers, including relevant statutory deadlines and court dates. Ensure that case managers adhere to these dates and deadlines.
4. Attend any case management meetings that the children's court may arrange from time to time, together with social work manager.
5. Conduct spot checks to ascertain that case managers adhere to case management principles and plans (at least quarterly).
6. Ensure that escorts are vetted and screened.
7. Ensure that when one of his or her social work team members leaves (either for another unit or exits the department) that the caseload of the exiting social worker is fully accounted for, and transferred to a new social worker or social workers. The supervisor must further ensure that the relevant canalisation officer is duly notified of the transfer of cases, and to whom they have been transferred, so that the canalisation officer can update his or her records accordingly.
8. Verify and submit all claims for escort and safety fees to social work manager for approval.
9. Ensure that the register (Annexure 5) of all new foster care applications is submitted to the canalisation officer on a monthly basis.
10. Conduct routine auditing of case files to ensure that care plans for children in alternative care are implemented, where relevant.

2.4 Social work manager

1. On a monthly basis, receive and review reports from the canalisation officer, including:
 - a. The register of all orders issued (template attached as Annexure 6 below)
 - b. The register of child injuries and deaths in alternative care (template attached as Annexure 2 below)
 - c. The register of all form 36 removals (template attached as Annexure 3 below)
 - d. Child Protection Register (template attached as Annexure 4 below)
2. Follow up with relevant social work supervisor on all applications for foster care not finalised within 90 days as reported by canalisation officer. Reasons for this must be ascertained to ensure no cases are being unduly delayed.
3. Monitor compliance in terms of forms 22, 23, 30, 36, 37 and 39.
4. Attend meetings with SASSA Local Office Managers to standardize workflow processes around foster care management.
5. Reconcile SASSA list of orders due with list of orders submitted by SDA on a monthly basis.
6. Receive applications for safety fees and escort fees from supervisors and approve/not approve as applicable. Route to corporate services manager for processing.

2.5 Regional director

1. Ensure that the canalisation officer has adequate support and resources to fulfil his/her duties.
2. Ensure adherence to this SOP by all relevant staff members, and perform periodical spot checks for this purpose.
3. Attend meetings with SASSA Senior Managers to monitor challenges/ progress with foster care.
4. Ensure collation of all relevant canalisation information into the national Foster Care Database for submission to the Provincial Programme Office for Child Protection.

5. PROCEDURES FOR CANALISATION

TABLE 1: PROCEDURE FOR EXTENSION OF A COURT ORDER IN TERMS OF s159 OF THE CHILDREN'S ACT

PROCEDURE	IMPORTANT CONSIDERATIONS
The canalisation officer receives a report from a case manager and checks compliance. This should be three months before the expiry of the order.	For all extensions, the court order must be valid and the child must still be with same foster parent as on the order if no Section 171 transfer was done. If the child is not in the care of the same foster parent, the case manager must follow the procedure to transfer the child before extension can be considered. The foster care grant payable to the previous foster parent must be cancelled as a foster care grant is not transferable. The court order expiry date must be in the future. If the order has expired a new children's court inquiry must be done as a court order MAY NOT be backdated.
	A report must be available indicating the circumstances of the biological parents with an indication as to why reunification is not possible. The biological parents must agree to the extension if they are able and capable to do so. The circumstances might be in part of the extension report or may be a separate report. If the biological parent disagrees with the extension, the canalisation officer must arrange and facilitate a panel with all parties concerned to decide what is in the best interest of the child.
	Proof of school attendance/ training should be attached. School attendance is not required for payment of the foster care grant. The social worker must however indicate reasons for the child not attending school and plans to resolve non-attendance must be specified. The canalisation officer may extend the court order and pend the file to follow up progress after 3 months.
	A Care Plan must be attached to the report.
	The social worker must indicate that they have discussed the report with the foster parent/s and that they agree to the continuation of the placement. Certification is normally at the end of the report but can also be on a separate page.

	The canalisation officer should verify if the foster care grant is in payment. If the foster care grant is not in payment, the reason must be specified. It is not required to provide SASSA with a copy of the court order if the foster care grant is not in payment.
The canalisation officer issues the order on the prescribed template provided by the National Department of Social Development within 14 working days.	All orders except those made under the previous Child Care Act must be processed through the Children's Court (pending the outcome of a further High Court Application by the National Department of Social Development to extend all foster care orders). A separate order must be completed for each child. The order may not be extended for more than 2 years as indicated in Section 159. The order may not be extended beyond the day that the child turns 18. The order must indicate the name of both foster parents if it is so indicated on the original order. The order must be signed and dated by the canalisation officer. The date of the order and date on the stamp must be the same.
The canalisation officer completes the covering letter in triplicate.	The original court order and subsequent orders remain on the canalisation file Two copies are provided to the designated social worker. One to be handed to the foster parent and one for the case file. A copy should be handed to the reunification organisation where applicable. A copy should be submitted to SASSA for extension of the foster care grant. Another copy to be submitted to the Children's Court.
The canalisation officer updates the register.	The return date must be 3 months before expiry date of extension order or orders.
The canalisation officer submits the order to SASSA with a cover page.	From 01/01/2018 this procedure may change as the client will be required to report to SASSA for a review.
The canalisation officer pends the file in Registry	Until 4 months before expiry date to follow up extension of the order or orders. Case manager must also ensure any care plan associated with the case is executed.

TABLE 2: PROCEDURE FOR LEAVE OF ABSENCE IN TERMS OF s168 OF THE CHILDREN'S ACT

PROCEDURE	
1.	The canalisation officer receives a section 168 report six weeks before commencement of the leave at any given time. A form 39 (in terms of regulation 57) must be added to the leave of absence notice. The place of leave of absence must be screened and form 39 should be issued based on the PROCEDURE FOR THE TRANSFER OF CHILDREN FROM ONE FOSTER PARENT TO ANOTHER IN TERMS OF SECTION 171 OF THE CHILDREN'S ACT background report.
2.	The canalisation officer may issue a leave of absence order for a child in temporary safe care for a period not exceeding 6 weeks at a time, and for no more than a total of 6 months, as requested by the social worker. This can occur only after the CCI is finalised.
3.	The original order is placed on file and copies of the order must be provided to the applicant social worker for their case file and to the safety parent.
4.	The canalisation officer must update her register and note the placement in a register to follow up upon expiry of leave of absence.
5.	Approval of leave of absence for Children in Child and Youth Care facilities must be handled by the central admissions office. The central admissions office must also alert the relevant regional canalisation officer to ensure he or she updates his or her register accordingly.

TABLE 3: PROCEDURE FOR APPLICATIONS FOR CHILDREN IN ALTERNATIVE CARE TO LEAVE THE COUNTRY IN TERMS OF s169 OF THE CHILDREN'S ACT

PROCEDURE	
1.	In terms of the Delegations of the Children's Act this is the responsibility of the Director of the Programme: Children and Families at Head Office to consider and approve applications for children in foster care to leave the country. For children in facilities, the Director: Facilities Management is the delegated official, and the application will need to be prepared by the central admissions team together with the management of the relevant facility.
2.	The case manager must provide the application to the canalisation officer with the original Form E which include the following detail: <ul style="list-style-type: none"> o Report indicating detail of travel including time of departure and return and destination. o Reason for travel. o Detail of person applying. o Full address and where possible contact details of where the child will reside during the visit outside the republic. o ID document of applicant. o Copy of the order and extended order. o Permission from the biological parents that they do not object to the trip (if biological parents are traceable).
3.	The canalisation officer must route the application to the office of the Director: Children and Families for consideration.
4.	Director: Children and Families to consider application, and if in agreement, issue approval document to the canalisation officer. For children in facilities, the Director: Facilities Management must consider the application and issue decision to the canalisations officer for facilities.
5.	Canalisation officer records decision on register of orders issued, and routes the approval to the case manager.
6.	Upon the return of the child, the case manager must submit a report to the canalisation officer within a month.

TABLE 4: PROCEDURE FOR THE TRANSFER OF CHILDREN FROM ONE FOSTER PARENT TO ANOTHER IN TERMS OF s171 OF THE CHILDREN'S ACT

PROCEDURE	IMPORTANT CONSIDERATIONS
The canalisation officer receives an application from DSD or DCPO for consideration.	<ul style="list-style-type: none"> • It should be clear why it is proposed that the child be transferred. Such a decision should be a last resort. • Circumstances of the biological parents – Why the child is not reunified. • The opinion of the child. • The relationship/bond between the child and new foster parent. • The extent of consultation with the existing foster parent and biological parents regarding the transfer as contemplated in Regulation 60.
If in doubt, the case may be referred to or constitute an internal panel to recommend an action that needs to be taken.	<ul style="list-style-type: none"> • The panel can consist of canalisation officer, supervisor, social work manager and /or other canalisation officers or supervisors.
The Canalisation Officer approves/does not approve the transfer.	<ul style="list-style-type: none"> • The canalisation officer must consider the recommendations of the social worker and, where applicable, any panel convened as per above. • On approval (or if approval is not granted), the canalisation officer must send the transfer notice in the prescribed format to the case manager.
The canalisation officer prepares the	<ul style="list-style-type: none"> • The original transfer notices remains on canalisation file.

transfer notice and covering letter.	<ul style="list-style-type: none"> • Three copies are provided to the designated social worker. One to be handed to the foster parent, one to the new foster parent/ alternative caregiver and one for the case file. • One copy should be provided for the Children's Court. • One copy to be handed to SASSA to cancel foster care grant of previous foster parent.
Canalisation officer submits order to SASSA with a one pager	<ul style="list-style-type: none"> • Request cancellation of foster care grant for previous foster parent/s.
Canalisation officer transfers file content to new region if new foster parent is in other region. Canalisation officer updates register accordingly.	<ul style="list-style-type: none"> • The entire content is not transferred if the new foster parent is from a DCPO as DSD is responsible for canalisation. Copy of following documents are transferred; <ul style="list-style-type: none"> ○ Original CCI Report; ○ Id document of child and biological parents; ○ Court order and subsequent order/s; ○ All extension transfer notices; ○ Transfer report and transfer notices; ○ ID documents of new foster parents.

TABLE 5: TRANSFER FROM FOSTER CARE PLACEMENT TO A CHILD AND YOUTH CARE CENTRE IN TERMS OF s171

PROCEDURE	
1.	Before this transfer can take place, the process of centralised admissions must first be followed to identify a Child and Youth Care Centre (CYCC) providing an appropriate programme fitting the needs of the child. The canalisation officer/or the external social worker must therefore provide the centralised admission offices with all the required documentation. Only once the confirmation of placement is issued, the canalisation officer in the region/local office can proceed with issuing the transfer notice in terms of section 171.
2.	The canalisation officer issues a transfer notice in terms of section 171(6) (a) of the Children's Act after an investigation was done within the 21 days.
3.	The external case manager must submit the Section 171(1) report together with the notice to the Children's Court for ratification. The transfer must first be ratified by the court before it can be carried out. The centralised admission's office of the Directorate Facility Management and the CYCC admitting the child must be provided with the transfer order ratified by the children's court when the child is admitted.
4.	An application for placement must be submitted by a designated DSD or DCPO social worker to the centralised admissions office of the Directorate Facility Management.
5.	The Directorate Facility Management and Quality Monitoring may arrange a panel discussion with all parties involved to ensure the best interest of the child.
6.	The admissions office designates the appropriate CYCC and sends confirmation to the external case manager.
7.	The Children's Court must ratify a transfer should a child in a CYCC be transferred to a secure care or more restrictive CYCC (section 171 (6) (b)).
8.	All new admissions are recorded in a central admission data base at the centralised admissions office and a file is opened for each child.
9.	The external case manager must provide the centralised admission office with a copy of the valid court order placing the child in a CYCC which is placed on the case file.
10.	The facility's administration (canalisation office) must provide the appropriate regional canalisation officers with monthly updated information regarding the movement of children in their placement. When the centralised admission office issues an order changing the placement of a child between CYCC's or place a child back into the community, copies of the transfer notice or discharge notice is sent to the manager of the applicable CYCC, external social worker and the responsible canalisation officer at the district/regional office (Section 171, 173, 174 and 175).

NOTE: From the date the order has been issued and during the placement period in a CYCC, all canalisation regarding this child will be conducted by the Directorate: Facility Management and Quality Monitoring. This includes all Section 168, 171,173,174,175 and 176 orders.

TABLE 6: TRANSFER FROM A CHILD AND YOUTH CARE CENTRE TO FOSTER CARE IN TERMS OF s171 OF THE CHILDREN'S ACT

PROCEDURE
<p>1. The case manager social worker in the CYCC contemplating transferring a child in terms of section 171 must coordinate the investigation and ensure that the transfer will be in the best interest of the child. The following reports must be provided:</p> <ul style="list-style-type: none"> • A report from the designated external social worker who has investigated the circumstances of the prospective foster parents and their suitability for a foster placement for the specific child. • The designated case manager (external) working with the parents must supply a report on the current circumstances of the parents/guardians. • A copy of the existing, valid order for the child's current placement in a CYCC must also be included with the reports.
<p>2. The Directorate Facility Management and Quality Monitoring may arrange a panel discussion with all parties involved to ensure the best interest of the child</p>
<p>3. After finalising the investigation, the case manager social worker in the CYCC compile a section 171 report and attach all the other reports and make a recommendation to the centralised admissions office at the Directorate: Facility management and Quality monitoring. A section 171 transfer order is then issued after review of all the documents and processes.</p>
<p>4. When the centralised admission office issues a transfer order changing the placement of a child between CYCC's or placing a child back into the community, copies of the transfer notice or discharge notice are sent to the manager of the applicable CYCC, external case manager and the responsible canalization officer at the regional or local office. (Section 171, 173, 174 and 175)</p>

TABLE 7: TRANSFER FROM A CHILD AND YOUTH CARE CENTRE TO ANOTHER CHILD AND YOUTH CARE CENTRE IN TERMS OF S171 OF THE CHILDREN'S ACT

PROCEDURE
<p>1. The CYCC social worker sends an application for transfer to another CYCC to the centralised admission office for Facility Management.</p>
<p>2. The above application must be accompanied by a background report and recommendation by the external social worker/case manager. The report should indicate the circumstances of the family/foster parents and reasons why reintegration into the community is not an option, what other placement options were considered and why the other options are not considered to be in the best interest of the child.</p>
<p>3. A valid court order of the child should be attached.</p>
<p>4. If necessary, a panel assessment can be done to guide the further plan of action and all parties inclusive of the children's court will be informed.</p>
<p>5. When transfer to another CYCC is decided to be in the best interest of the child the centralised admission office first needs to identify the appropriated CYCC providing the required programme depending on available space.</p>
<p>6. The confirmation of placement and the section 171 transfer notice is issued by the delegated officer at the Directorate Facility Management. When the placement is deeper into the system (i.e. into a more restrictive environment) the transfer notice first must be ratified by the appropriate children's court (refer to section 171(6)(b) of the Children's Act). The directorate facility management provides a copy of the transfer notice to the manager of CYCC's, external social worker/case manager and the appropriate district/regional canalisation officer</p>
<p>7. The external social worker must provide the CYCC social workers, relevant district/regional canalisation officer and the centralised admission office of the Directorate facility management with a copy of the transfer notice after ratified by the children's court when it is a placement from a level 2 CYCC to a level 3 secure care centre.</p>
<p>8. The regional canalisation officer must update the register accordingly (using the template included below as Annexure 1 and Annexure 6).</p>

TABLE 8: PROCEDURE FOR THE TEMPORARY REMOVAL OF CHILD ALREADY IN ALTERNATIVE CARE IN TERMS OF s173 OF THE CHILDREN'S ACT

PROCEDURE

1. The canalisation officer may issue an order to refer a child already in alternative care to a place of safety (CYCC, etc.) for a period of no longer than 6 months in cases where the alternative care placement breaks down. This will allow the designated social worker: <ul style="list-style-type: none"> • to investigate other alternative placements; • to address issues relating to the existing placement; • to transfer the child in terms of Section 171; • to cancel the Section 173 order; • or discharge the child from alternative care.
2. The removal of children in Child and Youth Care centres is the responsibility of the Directorate: Facility Management.
3. The canalisation officer will receive the report from the social worker and issue an order if he/she is satisfied that the circumstances justify the removal. Four copies are provided to the applicant social worker (File copy, foster parent and new safety placement and a copy to SASSA to cancel the foster care grant.
4. The canalisation officer must update her/his register (template included below as Annexure 1) and note the placement in a register to be followed up before the 6 months expire.
5. In terms of the delegations the order must be signed by the canalisation officer.

TABLE 9: PROCEDURE FOR THE PROVISIONAL TRANSFER OF A CHILD IN TERMS OF s174 OF THE CHILDREN'S ACT

PROCEDURE
1. The canalisation officer receives the report from the social worker for consideration and issues a decision. If the transfer is approved, the canalisation officer issues an order of transfer. The canalisation officer must provide three copies to the applicant social worker (File copy, foster parent and new safety parent); a copy to SASSA to cancel the foster care grant and a copy to the Children's Court.
2. The canalisation officer must update the register and note the placement in a register to be followed up before the 6 months expire.
3. The social worker must assist the safety parent to apply for Safety Fees.

TABLE 10: PROCEDURE FOR THE DISCHARGE OF CHILD/REN FROM ALTERNATIVE CARE IN TERMS OF s175 OF THE CHILDREN'S ACT

PROCEDURE	IMPORTANT CONSIDERATIONS
An application for the discharge of a child from alternative care should be submitted by the designated DSD or designated child protection organisation social worker to the canalisation officer for consideration.	<ul style="list-style-type: none"> • The application should clearly indicate why the child should be discharged from foster care for e.g. reunification of child with biological parent. • Circumstances of the biological parents – Why is Section 171 transfer with conditions not considered? • The opinion of the child. • What has been done to ensure bonding between parent and child – if not, a leave of absence with biological parent could be considered before discharge. • The future of the child if discharge is due to not attending school – the child can be referred to Youth Programmes at Community Development to prepare him/her for employment opportunities or other life skills programmes. • The extent of consultation with the existing foster parents and other affected parties as contemplated in Regulation 61 (and 60).
If in doubt, the case may be referred to or an internal panel to recommend action that needs to be taken.	<ul style="list-style-type: none"> • The panel can consist of the canalisation officer, supervisor, social work manager and /or other canalisation officers or supervisors.
Approval by canalisation officer and issuing of order.	<ul style="list-style-type: none"> • The canalisation officer must consider the recommendations of the social worker and, where applicable, any panel convened as per above. • On approval (or if approval is not granted), the canalisation officer must issue the notice of discharge.
The canalisation officer	<ul style="list-style-type: none"> • The original order remains on canalisation file.

completes a discharge notice and covering letter.	<ul style="list-style-type: none"> • Two copies are provided to the designated social worker. One to be handed to foster parent and one for the case file. • One copy to be submitted to the Children's Court. • One copy to be sent to SASSA to cancel the foster care grant.
The canalisation officer or designated social worker submits a copy of the Section 175 order or Section 189 court order to SASSA with a one pager.	<ul style="list-style-type: none"> • Request cancellation of the foster care grant.
The canalisation officer submits the Section 175 order to Children's Court.	
The canalisation officer updates the register of orders issued (template included below as Annexure 1 and 6) and closes file if there are no other siblings in foster care.	

TABLE 11: PROCEDURE FOR THE EXTENSION OF A ORDER/COURT ORDER BEYOND THE AGE OF 18 YEARS IN TERMS OF s176 OF THE CHILDREN'S ACT

PROCEDURE	IMPORTANT CONSIDERATIONS
The canalisation officer receives an application from the DSD or designated child protection organisation social worker and checks compliance.	<ul style="list-style-type: none"> • The child must indicate that he/she wants to remain in foster care on the prescribed form. • The foster parent must indicate that the child may remain in their foster care. • Proof of school/ higher learning institution facility attendance must be attached. If the child only starts with higher learning education in second semester, the training institution must give written confirmation thereof and also indicate the duration of the course.
Issue a section 176 order on the prescribed template provided by the National Department of Social Development and submit a copy thereof to SASSA for continuation of the foster care grant.	<ul style="list-style-type: none"> • The order may only be extended up to the end of the year in which the child turns 18 (Sec 176(1) or if issued in terms of section 176(2) until the end of the year for which permission was granted. Application must be repeated every year.
The canalisation officer completes the covering letter. The letter must be copied to case manager and to the relevant children's court.	<ul style="list-style-type: none"> • The original order remains on canalisation file. • Two copies are provided to the designated social worker; one to be handed to the foster parent and one for the case file. The social worker must remind or inform the foster parent to re-apply for the foster care grant where Section 176(2) is applicable. • A copy must be submitted to SASSA for the continuation of foster care grant (Section 176(1)).
The canalisation officer updates the register (template included below as Annexure 1 and 6)	
The canalisation officer submits the order to SASSA with a one pager	<ul style="list-style-type: none"> • Submit the order to SASSA in the case of a Section 176(1) extension. For Section 176(2) the foster parent must go to SASSA to reapply for the foster care grant.



ANNEXURE 1

DATABASE OF CHILDREN IN ALTERNATIVE CARE

Name of Region.....

Name of Service Delivery Area.....

Beneficiary ID NO	Beneficiary Surname	Beneficiary Initials	Child ID NO	Child Surname	Child Initials	Original Court Ref No	Beneficiary Address	Supervising Org	Related	Un related	File Ref No	Date of court order	Expiry Date of order	Return Date	Comment



ANNEXURE 2

SERIOUS INJURY, ABUSE OR DEATH OF A CHILD IN ALTERNATIVE CARE IN TERMS OF SECTION 178

Name of Region: _____

Month: _____

Child's name & surname	Identity number	Gender	Date of Death	Cause of Death	Date of Abuse/ Injury	Type of Abuse/ Injury	Date Reported	Form 22 Completed	Form 23 Completed	Foster Parent	Identity Number	Address	DCFO File number	DSD File number	Court Ref number	Original date order was issued	Lapse date	Managing organisations / DSD SDA	Name of reunification organisation	Related F/C placement	Unrelated F/C placement	Cluster F/C placement		

Compiled by: _____

Checked by: _____

Name and Signature: _____

(Regional Manager/ Social Work Manager/ Supervisor)

Date: _____

Register of all children removed to temporary safe care on form 36.

Name of Region: _____

Month: _____

NAME OF CHILD	FILE NUMBER	ORGANISATION INVOLVED	DATE OF REMOVAL	DATE OF RATIFICATION OF FORM 36 AT THE CHILDREN'S COURT	FORM 22 COMPLETED (if applicable)	NAME AND CONTACT DETAILS OF TEMPORARY SAFE CARE	FORM 23 COMPLETED (if applicable)	DATE OF THE FINAL CHILDREN'S COURT ENQUIRY

Compiled by: _____

Checked by: _____

Name and Signature: _____

(Regional Manager/ Social Work Manager/ Supervisor)

Date: _____

CHILD PROTECTION REGISTER

Name of Region: _____

Month: _____

Please use X to indicate whether the Form 22 and Form 23 has been completed and submitted.

PD/FILE NUMBER	NAME and ADDRESS OF CHILD	TYPE OF ABUSE	TYPE OF SERVICES RENDERED	ORGANISATION/ REGIONAL OFFICE/SDA	DATE FORM 22 COMPLETED AND SUBMITTED	DATE FORM 23 COMPLETED AND SUBMITTED	CHILD COURT PROCESS (if applicable)

Compiled by: _____

Checked by: _____

Name and Signature: _____
(Regional Manager/ Social Work Manager/ Supervisor)

Date: _____



REGISTER OF NEW APPLICATIONS FOR FOSTER CARE (CATEGORY C 39)

Name of Region.....

Name of SDA

Month.....

F/PARENT SURNAME	F/PARENT NAME	F/PARENT ID NO	CHILD SURNAME	CHILD NAME	CHILD ID NO	RELATED/ UNRELATED	ADDRESS	DATE OF INTAKE	FILE REF NO	COURT DATE	COURT ORDER REF NO	COURT WHERE ORDER WAS ISSUED	PLACEMENT CATEGORY EG Sec 150(1)	EXPIRY DATE OF COURT ORDER	FOSTER CARE GRANT YES/NO	IF THE INQUIRY WAS NOT FINALISED PLEASE STATE REASON(S)

NB : YELLOW COLUMNS IS COMPLETED WHEN CCI IS FINALISED

Orders/ Notices Issued

No	PD	Surname	Child's name	Issued by		Sec 159		Sec 168		Sec 169		Sec 171		Sec 173		Sec 174		Sec 175		Sec 176		Form 39		Form 40		Other	
				DSD	Court	DSD	NGO	DSD	NGO	DSD	NGO	DSD	NGO	DSD	NGO	DSD	NGO	DSD	NGO	DSD	NGO	DSD	NGO	DSD	NGO		DSD
1																											
2																											
3																											
4																											
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7																											
8																											
9																											
10																											

Compiled by:

Month:

Date compiled:

