

TO: Head of the Department
Chief Director: Social Welfare Services
Programme Directors
Regional Directors
Facility Managers of own and outsourced CYCC's
Directors and Managers of NGO funded CYCC's
Designated Child Protection Organisations

PROCEDURE FOR CENTRALISED ADMISSIONS AT CHILD AND YOUTH CARE CENTRES WITHIN PROVINCE

Correspondence informing of the implementation of centralised admissions for all children at Child and Youth and Care Centres (Children's Act, 38 of 2005 and Child Justice Act 75 of 2008) with effect from 1 April 2016 dated, 31 March 2016, refers.

The centralised admissions process was since then monitored and reviewed with the view of addressing implementation challenges and enhancing the process. In order to try and finalise placements as soon as possible, all designated social workers, probation officers and court officials who request placement must comply with the following procedure in order to effectiveness:

A. Placements in terms of the Children's Act

1. ALL applications must be sent to the following **generic e-mail address** in order to easy access all applications at one nodal point:

DSD.fal@westerncape.gov.za

Processing of applications that are sent to any other e-mail address or person will not be considered for immediate attention.

2. Ms Emma de Villiers is responsible to monitor and quality assure all applications and placement process for children placed in terms of the Children's Act, 38 of 2005. Her contact details are as follows:

The above generic e-mail address must be used for new applications for placement as well as enquiries.

Telephone number: 021 - 2029244

3. For emergency placements with a court order (section 151 of the CA), a short social work background report (1 pager), proof of birth and a medical certificate if available must be sent to the above generic e-mail address.
4. For emergency placements without a court order (section 152 of the CA) during official working hours Ms Emma de Villiers can be contacted telephonically but a 1 page

background report must still be sent to the generic e-mail address as well as proof of the date of birth and a medical certificate if available.

5. For emergence placement without a court order (section 152 of the CA) after official working hours and over weekends, designated social workers may contact registered child and youth care centres directly, but must inform the DSD centralised admissions office the next working day sending a mail to the above generic e-mail address attaching a short social work report and a copy of the form 36. Normal centralised admissions process must then be followed. Social workers at the child and youth care centre where the child was placed must also report it to the centralised admissions office ensuring it is entered onto the centralised admissions data base.
6. When application is made for placement at a child and youth care centre the generic application form must be completed fully and submitted together with the following documentation:
 - Social Work background report
 - Care Plan
 - Birth certificate/ID
 - Medical Certificate
 - School report
 - Indicate what CYCC programme placement is needed according the individual needs of the child
7. Ms Emma de Villiers, (experienced social worker), will access the application and screen it for completeness as well as appropriate placement options. She will then refer the application to the placement administrator, CC the person requesting the placement and providing contact details of the responsible placement administrator.

PLEASE NOTE: The person requesting the placement must directly contact the responsible placement administrator in case of any enquiries to allow Ms E. De Villiers time to monitor and quality assure the process – if she is constantly phoned she will not have time to fulfil her role ensure children are placed as soon as possible. **Only when no response was received after 14 days of submitting the application, the person requesting placement can contact her directly by sending a mail to the generic e-mail address.**
8. Applications for placement at registered NGO funded child and youth care centres are sent to them from the centralised admissions offices. These centres are allowed a 14 day period for their own internal screening/assessment after which they in writing have to confirm whether they can accommodate the child.
9. Incomplete application documents may cause a delay in the finalisation of the placement. Children are accommodated according gender and age and schools do not want to enrol them without a birth certificate which is also a requirement when a child is referred to a community health institution.
10. Persons applying for placement are requested to please apply as early as possible after all other community-based alternative placements were explored/considered and placement in a child and youth care centre really seem to be the last option.

11. It is requested that all social work supervisors can in writing endorsed the recommendation by the designated social worker requesting placement as indication that the case was discussed with and quality assured by the responsible social work supervisor.
12. Applications for children to move deeper into the system (from a less restrictive environment to a more restricted residential care environment) will undergo a multi-disciplinary panel review process by the centralised professional team at the offices of the Directorate Facility Management involving all parties involved to ensure a joint decision in the best interest of the child.
13. Application for transfer of children already in alternative care can only be considered when the existing court order is still valid. When the order has expired the designated social worker will have to go back to the children's court as well as when a child needs to be transferred in terms of section 171 of the CA to more restrictive alternative care.

B. Placement in a CYCC in terms of the Child Justice Act, 75 of 2008 and inpatient substance abuse treatment for female adults at Kensington, for boys under 16 years and girls and 18 years Lindelani and for boys 16-17 years at Kraaifontein Roar and Treatment centres (DSD managed and outsourced centres)

1. All applications for placement must be sent to the following e-mail address:

Russel.Kinnear@westerncape.gov.za

Telephone number: 021 – 82606026/2029258

2. Ms Charlotte September is responsible to monitor and quality assure these placements the person requesting placement must CC her in all applications. Her e-mail address is as follows:

Charlotte.September@westerncape.gov.za

Telephone number: 021 - 8266050

3. Availability and suitability of placement must first be confirmed with the placement administrator providing the following information:

- Name of person requesting placement
- Name of the child
- Date of birth/age and gender of the child
- Nature/purpose of the programme required
- Social work background report
- Assessment report by the probation officer
- Pre-trial/presentenced report by the probation officer
- School assessment of available
- School report

4. Children/youth that are referred or sentenced by a court will not be admitted without the order/sentence of the court.
5. Outstanding documentation causes a delay in the finalisation of the placement.
6. Enquiries in terms of applications for placement must be directed to the placement administrator who will send the confirmation for placement to the person requesting the placement.
7. Only complaints or emergency placements should be directed to Ms Charlotte September to allow her time to fulfil her role of monitoring and quality assurance of placements.
8. After-hours placement in terms of the Child Justice Act may only be approved by the Director Facility Management.



L. Goosen
Director: Facility Management and Quality Monitoring
PROVINCIAL OFFICE: DEPARTMENT OF SOCIAL DEVELOPMENT