



SOCIAL DEVELOPMENT
Directorate: Children & Families

Internal Route Form

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Subject	REVISED WC DSD STANDARD OPERATING PROCEDURE (SOP) FOR CANALISATION SERVICES - FEBRUARY 2019
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File Plan	

ATTENTION TO:	MARK	DATE
<input type="checkbox"/> Charles Jordan : Social Welfare		
<input type="checkbox"/> Robert Macdonald : HOD		
<input type="checkbox"/> MEC: Albert Fritz		

ATTENTION INSTRUCTIONS:	MARK X	DATE
<input type="checkbox"/> CD: Charles Jordan - For Information Purposes		
<input type="checkbox"/> HOD: Dr Robert Mc Donald - For Approval		
<input type="checkbox"/> MEC: Adv Albert Fritz - For Approval		

Comments:

C JORDAN, M JOHNSON AND R MACDONALD TO SIGN

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Western Cape
Government

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

Amendment Log:

Version number	Date	Summary of changes
3	Sept 2018	<p>Removed requirement that canalisation officer must report directly to social work manager</p> <p>Reduced minimum number of years of experience that a canalisation officer should have from six to five</p> <p>Made requirement that a canalisation officer have no caseload of his or her own a preference rather than a compulsory requirement</p>

Preamble

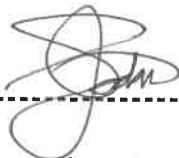
Purpose of this Document

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

Mr Charles Jordan
CD: Social Welfare Services

4/3/19
Date


Signature

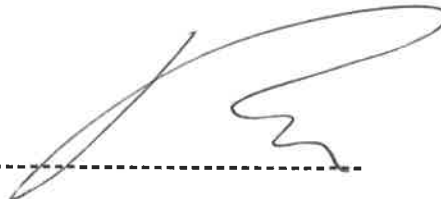
Marion Johnson
CD: Business Planning and Strategy

7/3/19
Date


Signature

Dr Robert Macdonald
Head of Department

2019-03-08
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 caseload that the canalisation officer is responsible for recording and tracking include 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). For the purposes of the Directorate Facility management and Quality monitoring a canalisation officer is responsible for the recording and tracking of all children in CYCC across the Province. The canalisation officer should preferably not have a caseload (of clients) of his or her own. A canalisation officer may, however, be allocated a minimum of 10 and a maximum of 30 social workers depending on the size of the social workers' caseloads.

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) Five years' experience in the field of application of childcare 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.
- f) Computer literacy.

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 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: Facility Management 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: Facility Management for updating of register, and where necessary, route copy to case manager. The template attached as Annexure 7 is to be used for this purpose.
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. The facility manager/social worker must report all abscondments to the Directorate Facility Management as part of the crisis communication and reportable incidents protocol. The facility social worker must also inform the police and the external social worker. The external social worker must in turn inform the regional canalisation officer who must capture the details on the template attached to this SOP as Annexure 8.
9. Receive and record in a register, all reports of serious injury, abuse and death of a child in alternative care in terms of Section 178 and Regulation 64 (using the section 178 register – Annexure 2). All deaths of a resident in residential alternative care must be reported to the Directorate Facility Management according the crisis communication and reportable incident procedures. Form 40 must be completed and submitted to the Directorate Facility management. A copy of the form 40 is sent to the children and families programme and the regional canalisation officer. The facility social worker informs the parents and the external social worker who in turn informs the regional canalisation officer.
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. Copies of extension reports must be submitted to the relevant court three months before the expiry date
14. Receive and record all Form 22s received from case managers using the Child protection register template attached as Annexure 4. The Directorate Facility Management takes

responsibility for form 22's when a child is allegedly abused or deliberately neglect in a CYCC. Facility Management also keeps a child protection register on the prescribed template (Annexure 4) and obtain the form 23's. At the end of each month a copy of the child protection register and the form 22's and form 23's are sent the children and families programme.

15. Receive and record (on template included as Annexure 4) all form 23s from case managers and send to the Regional Child Protection Register Coordinator.
16. Submit copies of all orders, with the POEs, weekly to SASSA and the Foster Care Programme.
17. On a monthly basis, submit to the social work manager/supervisor 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)
18. 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 s68, s159, s168, s169, s171, s173, s174, s175 and s176 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 on template attached to this SOP as annexure 8.
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 and CYCC 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;
 - In foster care dies;
 - is discharged from the effects of the court order in terms of s175; and
 - notify SASSA accordingly for grant de-activation.
14. Submit requests and approval forms for escort fees and safety fees to the social work 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 (s155(2) and s68); 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. When a child is in alternative residential care the facility social worker must also be informed of who the new case manager is.
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 written notices 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/Director Facility Management

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. Not applicable to the Director Facility Management.
4. Ensure collation of all relevant canalisation information into the national Foster Care Database for submission to the Provincial Programme Office for Child Protection. Director Facility Management to ensure collation of all relevant canalisation information requested by the National Department.

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.	<p>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.</p> <p>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.</p> <p>The possibility of an adoption in terms of s157 must also be considered.</p> <p>Proof of school attendance/training should be attached. School attendance is not required for payment of the foster care grant, however it is the responsibility of the foster parent to ensure that a foster child attends school. The social worker must indicate reasons for why the child is not attending school and plans to resolve non-attendance must be specified.</p> <p>A Care Plan must be attached to the report.</p> <p>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.</p> <p>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.</p>
The canalisation officer issues confirmation letters.	<p>All court orders must be processed through the children's court.</p> <p>Confirmation letters are issued for all orders that had expired when the new High Court order was issued on 28 November 2017. They should carry out this role until November 2019 when the new High Court order expires.</p>
The canalisation officer completes four covering letters.	<p>The original court order and subsequent orders remain on the canalisation file.</p> <p>Four letters are distributed as follows:</p> <p>Two copies are provided to the designated social worker. One to be handed to the foster parent and one for the case file.</p> <p>A copy should be handed to the reunification organisation where applicable.</p> <p>A copy must be submitted to SASSA for extension of the foster care grant.</p>
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.	Canalisation officer must submit a copy of the order to SASSA within a week after receipt from the court.
The canalisation officer pends the file in Registry	<p>Until 4 months before expiry date to follow up extension of the order or orders.</p> <p>Case manager must also ensure any care plan associated with the case is executed.</p>

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 notice 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. Leave of absence for a child in temporary safe care (s155) pending finalisation of the CCI may only be granted per court request/order.
3. The original written notice is placed on file and copies of the notice must be provided to the applicant social worker for their case file and to the safety parent.
4. The canalisation officer must update the 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 also only after the child was already found a child to in need of care and protection when it is a child placed with a temporary safe care order. Leave of absence for a child placed with a temporary safe care order pending finalisation of a CCI can only be granted on request of the court/per court order. 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
<ol style="list-style-type: none"> 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 Annexure E which include the following details: <ol style="list-style-type: none"> o Report indicating details of travel including time of departure and return and destination. o Reason for travel. o Details of person applying. o Full address and where possible contact details of where the child will reside during the visit outside the republic. 3. Documents to be attached to Annexure E: <ol style="list-style-type: none"> 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). o Certified ID copy and/or passport of the foster parent (applicant). o Certified ID copy and/or passport of the other authorised person, other than the foster parent, who will be travelling with the child. o Authorized person's Form 29/30 feedback, or proof that new application to be checked against the CPR, was sent via post to National DSD. o Affidavit by the authorized person, declaring that s/he will take responsibility for the child during the travelling period. o Copy of the original court report. o Copy of the extension report, if applicable. o Copy of the transfer report and notice, if applicable. o If last report is older than 6 months, a copy of the progress report. o If the child travels during school term, school confirmation letter indicating that arrangements for child to catch-up on school work, have been made.

<ul style="list-style-type: none"> o If permission of biological parents cannot be obtained due to their whereabouts or unknown identity, an affidavit by the case manager declaring what has been done to trace whereabouts. o Where a biological parent refuses permission, the children's court can be approached.
4. The canalisation officer receives applications and screens them to see if all necessary documents are attached before routing them to the office of the Director: Children and Families or the Director Facility Management for consideration.
5. 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. The canalisation officer for the Directorate Facility Management must provide a copy of the approval to leave the country to the regional canalisation officer.
6. Canalisation officer records decision on register of orders issued (attached to this SOP as Annexure 7), and routes the approval to the case manager.
7. Upon the return of the child, the case manager must submit a report to the canalisation officer within a month. The canalisation officer then channels this report to the Director: Children and Families. The canalisation officer at Facility Management must inform the regional canalisation upon the return of the child as well as the external case manager.

TABLE 4: PROCEDURE FOR CHILD ABSCONDMENT FROM ALTERNATIVE CARE IN TERMS OF s170 OF THE CHILDREN'S ACT

PROCEDURE	IMPORTANT CONSIDERATIONS
The canalisation officer receives a report from the case manager on the abscondment of a child from alternative care.	<ul style="list-style-type: none"> • The case manager informs the relevant canalisation officer and SAPS within 24 hours after receiving the report. • The canalisation officer ensures that the following procedure is followed: <ul style="list-style-type: none"> - The child be brought before the presiding officer of the children's court within the next court day. - If the child cannot immediately be brought before the children's court after being apprehended/removed, the child is kept in temporary safe care. - If the child cannot be returned to the previous placement, a section 173 notice is issued, on receipt of a section 173 report. - The case manager informs the canalisation officer of the outcome of the absconder's inquiry. <p>In a case where a child is placed in a CYCC, the CYCC will inform the Directorate Facility management CYCC social worker, case manager who placed the child and the regional canalisation officer of abscondment.</p>

TABLE 5: 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	<ul style="list-style-type: none"> • The panel can consist of canalisation officer, supervisor, social work manager and /or other canalisation officers or

recommend an action that needs to be taken.	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 transfer notice and covering letter.	<ul style="list-style-type: none"> The original transfer notice remains on canalisation file. 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 to the Children's Court. One copy to be handed to SASSA to cancel foster care grant of previous foster parent.
Canalisation officer submits notice of transfer 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 another 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 6: 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 and confirmation of designation of the CYCC. 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.	All new admissions are recorded in a central admission data base at the centralised admissions office and a file is opened for each child.
8.	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.
9.	The facility's (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 7: TRANSFER FROM A CHILD AND YOUTH CARE CENTRE TO FOSTER CARE IN TERMS OF s171 OF THE CHILDREN'S ACT

PROCEDURE	
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: <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 attached to the transfer reports.
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
3.	After finalising the investigation, the case manager (social worker in the CYCC) compile a section 171 report and attach all the report by the external case manager 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.
4.	When the centralised admission office issues a transfer order transferring a child into foster care a copy of the transfer order is sent to the manager of the applicable CYCC, external case manager and the responsible canalization officer at the regional or local office.

TABLE 8: 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	
1.	The CYCC social worker sends an application for transfer to another CYCC to the centralised admission office for Directorate Facility Management.
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.
3.	A valid court order of the child should be attached.
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.
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.
6.	The confirmation of placement and the section 171 transfer notice is issued by the canalisation officer at the Directorate Facility Management. When the placement is deeper into the system (i.e. into a more restrictive environment) the transfer notice must be first 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
7.	The external social worker must provide the CYCC social worker, relevant 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.
8.	The regional canalisation officer must update the register accordingly (using the template included below as Annexure 1 and Annexure 6). The canalisation offer at the Directorate Facility Management must updated the centralised data base indicating the movement of the resident.

TABLE 9: 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; • Discharge the child from the effect of the court order. • For the purposes of undergoing an assessment at a Reception, Observation, Assessment and Referral (ROAR) centre or for undergoing substance treatment in a Youth substance treatment programme (See Substance Prevention and Treatment Act)
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 issues a transfer notice 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 notice must be signed by the canalisation officer.

TABLE 10: 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 a notice 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.
4.	When the provisional transfer of a resident in a child and youth care is considered the process starts with a MDT review at the CYCC where the resident is placed. The external case manager and the parents/prospective foster parents and the child are included in the review.
5.	A provisional transfer report endorsed by the CYCC manager and recommendation by the external case manager is submitted to the canalisation officer at the centralised admission office of the Directorate Facility Management. The section 174 provisional transfer order is issued by the canalisation officer at the Directorate Facility Management when it is a resident in a level 2 CYCC. Copies of the order are sent to the CYCC, external case manager and regional/SDA canalisation officer. A return date is provided 3 months before the expiring of the section 174 order. When it is a provisional transfer of a child in an own managed CYCC the section 174 reports will first serve at a review panel for assessment and approval and then the order will be issued afterwards.
6.	Should a provisional transfer be revoked if the child so requests and the social worker so recommends a report to this effect must be submitted to the canalisation officer
7.	A report with a request to confirm the child's placement or discharge the child from alternative care in terms of section 175 may at the end of the 6 month period or at any time during the trial period be submitted to the canalisation officer.

TABLE 11: 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 or a CYCC 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 s174 placement with the 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 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 written notice.	<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 completes a s175 discharge notice and covering letter.	<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 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. (Not applicable in case of residential alternative care.
The canalisation officer or designated social worker submits a copy of the Section 175 discharge notice 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 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.	

TABLE12: PROCEDURE FOR THE EXTENSION OF A 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/ the management of the CYCC must indicate that the child can remain in the facility. 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

Issue a s176 written notice 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.	<p>thereof and also indicate the duration of the course.</p> <ul style="list-style-type: none"> The notice may only be extended up to the end of the year in which the child turns 18 (s176(1)) or if issued in terms of s176(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 notice 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 s176(2) is applicable. A copy must be submitted to SASSA for the continuation of foster care grant (s176(1)). Not applicable when residential alternative care.
The canalisation officer updates the register (template included below as Annexure 1 and 6).	
The canalisation officer submits the notice to SASSA with a one pager.	<ul style="list-style-type: none"> Submit the order to SASSA in the case of a s176(1) extension. For s176(2) the foster parent must go to SASSA to reapply for the foster care grant. (not applicable when residential alternative care)

TABLE13: PROCEDURE FOR THE TERMINATION OF FOSTER CARE IN TERMS OF s189 OF THE CHILDREN'S ACT

In terms of the *Information guide on the Management of Statutory Services (2012)* s189 should only apply for termination of foster care if a child was initially placed in foster care with a view towards adoption. The process in s189 is a court process, whereas s175 is an administrative process.

Apply provisions of s175	The discharge of a child from foster care or from a CYCC when a foster child is discharged and reunited with his or her parents, instead of s189(2)(c)(i).
Apply provisions of s186	To place a child in long-term or permanent foster care instead of applying for termination of foster care through a court process in terms of s189(2)(c)(iii).
Apply provisions of s171(6)	To transfer a child in alternative care deeper into the child and youth care system rather than applying for termination of foster care through a court process as provided for in s189(2)(c)(iii). In this case the canalisation officer will issue an administrative transfer notice, which will be ratified by the court.

DATABASE OF CHILDREN IN ALTERNATIVE CARE

Name of Region.....

Name of Service Delivery Area.....

[illegible]

Register of all children removed to temporary safe care on Form 36

Name of Region: _____

Month: _____

NAME OF CHILD	FILE NUMBER	ORGANISATION AND DESIGNATED SOCIAL WORKER INVOLVED	DATE OF REMOVAL	DATE OF RATIFICATION OF FORM 36 AT THE CHILDREN'S COURT	DATE FORM 22 COMPLETED (If applicable)	NAME AND CONTACT DETAILS OF TEMPORARY SAFE CARE	DATE OF FORM 37	DATE 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: _____

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 C39)

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	To be completed after court finalisation						IF THE INQUIRY WAS NOT FINALISED PLEASE STATE REASON(S)
										COURT DATE	COURT ORDER REF NO	COURT WHERE ORDER WAS ISSUED	PLACEMENT CATEGORY Eg s150(1)	EXPIRY DATE OF COURT ORDER	FOSTER CARE GRANT Y/N	

Orders/ Notices Issued **ADD s170, Form 36**

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	Count	DSD	NGO	DSD	NGO	DSD	NGO	DSD	NGO	DSD	NGO	DSD	NGO	DSD	NGO	DSD	NGO	DSD	NGO	DSD	NGO	
1																										
2																										
3																										
4																										
5																										
6																										
7																										
8																										
9																										
10																										

Compiled by: _____

Month: _____

Date compiled: _____

REGISTER OF CHILDREN REMOVED FROM THE COUNTRY - SECTION 169								
NAME OF REGION:								
NAME OF SDA:								
NO	NAME OF CHILD	NAME OF FOSTER PARENT	FILE NO	NAME OF SUPERVISING ORGANISATION	DATE OF REMOVAL	DESTINATION	PROPOSED RETURN DATE	DATE OF REPORT AFTER RETURN OF THE CHILD
1								
2								
3								
4								
5								
6								

COMPILED BY:

CHECKED BY :

NAME AND SIGNATURE OF SUPERVISOR/MANAGER:

DATE:

ABSCONDERS REGISTER

NAME OF REGION:

NAME OF SDA:

NO	NAME OF CHILD	NAME OF FOSTER PARENT/FACILITY	FILE NO	NAME OF SUPERVISING ORGANISATION	DATE OF ABSCONDMENT	DATE OF ABSONDERS ENQUIRY	ORGANISATION RESPONSIBLE FOR ENQUIRY	FINDING OF ENQUIRY
1								
2								
3								
4								
5								

COMPILED BY:

CHECKED BY :

NAME AND SIGNATURE OF SUPERVISOR/MANAGER:

DATE:



Name of Service Delivery Area.....

[illegible]

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

Name of Region.....

Month.....

[illegible]

Compiled by: _____

Checked by: _____

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

Date: _____



Month.....

Compiled by: _____

Checked by: _____

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

Date: _____



CHILD PROTECTION REGISTER

Name of Region.....

Month.....

[illegible]

Compiled by:

Checked by:

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

Date:



Month.....

[illegible]

ORDERS/ NOTICES ISSUED

No.	PID	Surname	Child's name	Date Form 36	Court order date	Issued by		Sec 159		Sec 160		Sec 170		Sec 171		Sec 172		Sec 173		Sec 174		Form 175		Form 176		Form 177		Form 178		Form 179		Form 180		Form 181		Form 182		Form 183		Form 184		Form 185		Form 186		Form 187		Form 188		Form 189		Form 190		Form 191		Form 192		Form 193		Form 194		Form 195		Form 196		Form 197		Form 198		Form 199		Form 200		Form 201		Form 202		Form 203		Form 204		Form 205		Form 206		Form 207		Form 208		Form 209		Form 210		Form 211		Form 212		Form 213		Form 214		Form 215		Form 216		Form 217		Form 218		Form 219		Form 220		Form 221		Form 222		Form 223		Form 224		Form 225		Form 226		Form 227		Form 228		Form 229		Form 230		Form 231		Form 232		Form 233		Form 234		Form 235		Form 236		Form 237		Form 238		Form 239		Form 240		Form 241		Form 242		Form 243		Form 244		Form 245		Form 246		Form 247		Form 248		Form 249		Form 250		Form 251		Form 252		Form 253		Form 254		Form 255		Form 256		Form 257		Form 258		Form 259		Form 260		Form 261		Form 262		Form 263		Form 264		Form 265		Form 266		Form 267		Form 268		Form 269		Form 270		Form 271		Form 272		Form 273		Form 274		Form 275		Form 276		Form 277		Form 278		Form 279		Form 280		Form 281		Form 282		Form 283		Form 284		Form 285		Form 286		Form 287		Form 288		Form 289		Form 290		Form 291		Form 292		Form 293		Form 294		Form 295		Form 296		Form 297		Form 298		Form 299		Form 300		Form 301		Form 302		Form 303		Form 304		Form 305		Form 306		Form 307		Form 308		Form 309		Form 310		Form 311		Form 312		Form 313		Form 314		Form 315		Form 316		Form 317		Form 318		Form 319		Form 320		Form 321		Form 322		Form 323		Form 324		Form 325		Form 326		Form 327		Form 328		Form 329		Form 330		Form 331		Form 332		Form 333		Form 334		Form 335		Form 336		Form 337		Form 338		Form 339		Form 340		Form 341		Form 342		Form 343		Form 344		Form 345		Form 346		Form 347		Form 348		Form 349		Form 350		Form 351		Form 352		Form 353		Form 354		Form 355		Form 356		Form 357		Form 358		Form 359		Form 360		Form 361		Form 362		Form 363		Form 364		Form 365		Form 366		Form 367		Form 368		Form 369		Form 370		Form 371		Form 372		Form 373		Form 374		Form 375		Form 376		Form 377		Form 378		Form 379		Form 380		Form 381		Form 382		Form 383		Form 384		Form 385		Form 386		Form 387		Form 388		Form 389		Form 390		Form 391		Form 392		Form 393		Form 394		Form 395		Form 396		Form 397		Form 398		Form 399		Form 400		Form 401		Form 402		Form 403		Form 404		Form 405		Form 406		Form 407		Form 408		Form 409		Form 410		Form 411		Form 412		Form 413		Form 414		Form 415		Form 416		Form 417		Form 418		Form 419		Form 420		Form 421		Form 422		Form 423		Form 424		Form 425		Form 426		Form 427		Form 428		Form 429		Form 430		Form 431		Form 432		Form 433		Form 434		Form 435		Form 436		Form 437		Form 438		Form 439		Form 440		Form 441		Form 442		Form 443		Form 444		Form 445		Form 446		Form 447		Form 448		Form 449		Form 450		Form 451		Form 452		Form 453		Form 454		Form 455		Form 456		Form 457		Form 458		Form 459		Form 460		Form 461		Form 462		Form 463		Form 464		Form 465		Form 466		Form 467		Form 468		Form 469		Form 470		Form 471		Form 472		Form 473		Form 474		Form 475		Form 476		Form 477		Form 478		Form 479		Form 480		Form 481		Form 482		Form 483		Form 484		Form 485		Form 486		Form 487		Form 488		Form 489		Form 490		Form 491		Form 492		Form 493		Form 494		Form 495		Form 496		Form 497		Form 498		Form 499		Form 500		Form 501		Form 502		Form 503		Form 504		Form 505		Form 506		Form 507		Form 508		Form 509		Form 510		Form 511		Form 512		Form 513		Form 514		Form 515		Form 516		Form 517		Form 518		Form 519		Form 520		Form 521		Form 522		Form 523		Form 524		Form 525		Form 526		Form 527		Form 528		Form 529		Form 530		Form 531		Form 532		Form 533		Form 534		Form 535		Form 536		Form 537		Form 538		Form 539		Form 540		Form 541		Form 542		Form 543		Form 544		Form 545		Form 546		Form 547		Form 548		Form 549		Form 550		Form 551		Form 552		Form 553		Form 554		Form 555		Form 556		Form 557		Form 558		Form 559		Form 560		Form 561		Form 562		Form 563		Form 564		Form 565		Form 566		Form 567		Form 568		Form 569		Form 570		Form 571		Form 572		Form 573		Form 574		Form 575		Form 576		Form 577		Form 578		Form 579		Form 580		Form 581		Form 582		Form 583		Form 584		Form 585		Form 586		Form 587		Form 588		Form 589		Form 590		Form 591		Form 592		Form 593		Form 594		Form 595		Form 596		Form 597		Form 598		Form 599		Form 600		Form 601		Form 602		Form 603		Form 604		Form 605		Form 606		Form 607		Form 608		Form 609		Form 610		Form 611		Form 612		Form 613		Form 614		Form 615		Form 616		Form 617		Form 618		Form 619		Form 620		Form 621		Form 622		Form 623		Form 624		Form 625		Form 626		Form 627		Form 628		Form 629		Form 630		Form 631		Form 632		Form 633		Form 634		Form 635		Form 636		Form 637		Form 638		Form 639		Form 640		Form 641		Form 642		Form 643		Form 644		Form 645		Form 646		Form 647		Form 648		Form 649		Form 650		Form 651		Form 652		Form 653		Form 654		Form 655		Form 656		Form 657		Form 658		Form 659		Form 660		Form 661		Form 662		Form 663		Form 664		Form 665		Form 666		Form 667		Form 668		Form 669		Form 670		Form 671		Form 672		Form 673		Form 674		Form 675		Form 676		Form 677		Form 678		Form 679		Form 680		Form 681		Form 682		Form 683		Form 684		Form 685		Form 686		Form 687		Form 688		Form 689		Form 690		Form 691		Form 692		Form 693		Form 694		Form 695		Form 696		Form 697		Form 698		Form 699		Form 700		Form 701		Form 702		Form 703		Form 704		Form 705		Form 706		Form 707		Form 708		Form 709		Form 710		Form 711		Form 712		Form 713		Form 714		Form 715		Form 716		Form 717		Form 718		Form 719		Form 720		Form 721		Form 722		Form 723		Form 724		Form 725		Form 726		Form 727		Form 728		Form 729		Form 730		Form 731		Form 732		Form 733		Form 734		Form 735		Form 736		Form 737		Form 738		Form 739		Form 740		Form 741		Form 742		Form 743		Form 744		Form 745		Form 746		Form 747		Form 748		Form 749		Form 750		Form 751		Form 752		Form 753		Form 754		Form 755		Form 756		Form 757		Form 758		Form 759		Form 760		Form 761		Form 762		Form 763		Form 764		Form 765		Form 766		Form 767		Form 768		Form 769		Form 770		Form 771		Form 772		Form 773		Form 774		Form 775		Form 776		Form 777		Form 778		Form 779		Form 780		Form 781		Form 782		Form 783		Form 784		Form 785		Form 786		Form 787		Form 788		Form 789		Form 790		Form 791		Form 792		Form 793		Form 794		Form 795		Form 796		Form 797		Form 798		Form 799		Form 800		Form 801		Form 802		Form 803		Form 804		Form 805		Form 806		Form 807		Form 808		Form 809		Form 810		Form 811		Form 812		Form 813		Form 814		Form 815		Form 816		Form 817		Form 818		Form 819		Form 820		Form 821		Form 822		Form 823		Form 824		Form 825		Form 826		Form 827		Form 828		Form 829		Form 830		Form 831		Form 832		Form 833		Form 834		Form 835		Form 836		Form 837		Form 838		Form 839		Form 840		Form 841		Form 842		Form 843		Form 844		Form 845		Form 846		Form 847		Form 848		Form 849		Form 850		Form 851		Form 852		Form 853		Form 854		Form 855		Form 856		Form 857		Form 858		Form 859		Form 860		Form 861		Form 862		Form 863		Form 864		Form 865		Form 866		Form 867		Form 868		Form 869		Form 870		Form 871		Form 872		Form 873		Form 874		Form 875		Form 876		Form 877		Form 878		Form 879		Form 880		Form 881		Form 882		Form 883		Form 884		Form 885		Form 886		Form 887		Form 888		Form 889		Form 890		Form 891		Form 892		Form 893		Form 894		Form 895		Form 896		Form 897		Form 898		Form 899		Form 900		Form 901		Form 902		Form 903		Form 904		Form 905		Form 906		Form 907		Form 908		Form 909		Form 910		Form 911		Form 912		Form 913		Form 914		Form 915		Form 916		Form 917		Form 918		Form 919		Form 920		Form 921		Form 922		Form 923		Form 924		Form 925		Form 926		Form 927		Form 928		Form 929		Form 930		Form 931		Form 932		Form 933		Form 934		Form 935		Form 936		Form 937		Form 938		Form 939		Form 940		Form 941		Form 942		Form 943		Form 944		Form 945		Form 946		Form 947		Form 948		Form 949		Form 950		Form 951		Form 952		Form 953		Form 954		Form 955		Form 956		Form 957		Form 958		Form 959		Form 960		Form 961		Form 962		Form 963		Form 964		Form 965		Form 966		Form 967		Form 968		Form 969		Form 970		Form 971		Form 972		Form 973		Form 974		Form 975		Form 976		Form 977		Form 978		Form 979		Form 980		Form 981		Form 982		Form 983		Form 984		Form 985		Form 986		Form 987		Form 988		Form 989		Form 990		Form 991		Form 992		Form 993		Form 994		Form 995		Form 996		Form 997		Form 998		Form 999		Form 1000		Form 1001		Form 1002		Form 1003		Form 1004		Form 1005		Form 1006		Form 1007		Form 1008		Form 1009		Form 1010		Form 1011		Form 1012		Form 1013		Form 1014		Form 1015		Form 1016		Form 1017		Form 1018		Form 1019		Form 1020		Form 1021		Form 1022		Form 1023		Form 1024		Form 1025		Form 1026		Form 1027		Form 1028		Form 1029		Form 1030		Form 1031		Form 1032		Form 1033		Form 1034		Form 1035		Form 1036		Form 1037		Form 1038		Form 1039		Form 1040		Form 1041		Form 1042		Form 1043		Form 1044		Form 1045		Form 1046		Form 1047		Form 1048		Form 1049		Form 1050		Form 1051		Form 1052		Form 1053		Form 1054		Form 1055		Form 1056		Form 1057		Form 1058		Form 1059		Form 1060		Form 1061		Form 1062		Form 1063		Form 1064		Form 1065		Form 1066		Form 1067		Form 1068		Form 1069		Form 1070		Form 1071		Form 1072		Form 1073		Form 1074		Form 1075		Form 1076		Form 1077		Form 1078		Form 1079		Form 1080		Form 1081		Form 1082		Form 1083		Form 1084		Form 1085		Form 1086		Form 1087		Form 1088		Form 1089		Form 1090		Form 1091		Form 1092		Form 1093		Form 1094		Form 1095		Form 1096		Form 1097		Form 1098		Form 1099		Form 1100		Form 1101		Form 1102		Form 1103		Form 1104		Form 1105		Form 1106		Form 1107	
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REGISTER OF CHILDREN REMOVED FROM THE COUNTRY - SECTION 169

Name of Region.....

Name of SDA.....

Number	Name of Child	Name of Foster Parent	File Number	Name of Supervising Organisation	Date of Removal	Destination	Proposed Return Date	Date of Report after Return of the Child	File Reference Number	To be completed after court finalisation					If the inquiry was not finalised please state reason(s)	
										Court Date	Court Order Reference Number	Court where Order was issued	Placement Category E#1501	Expiry Date of Court Order		Foster Care Grant Y/N
1																
2																
3																
4																
5																
6																

Compiled by: _____

Checked by: _____

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

Date: _____

ABSCONDERS REGISTER

Name of Region.....

Name of SDA.....

Number	Name of Child	Name of foster Parent/Facility	File Number	Name of Supervising Organisation	Date of Abscondment	Date of Absconders Enquiry	Organisation responsible for Enquiry	Finding of Enquiry
1								
2								
3								
4								
5								

Compiled by: _____

Checked by: _____

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

Date: _____