

## **Canalisation Flow Chart**

Management and movement of Children in the statutory child protection system

### **Service Delivery Area/ DCPO**

### Social Work Supervisor

- Quality assures reports.
- Supervision & Support
- Ensure compliance (due dates 4 months before lapse date)
- Assign cases/Allocation Cards
- Keep up with deadlines of Foster Care Database
- Ensure compliance regarding 90 Day investigation period.
- Ensure recruitment of safety parents.
- Overall CCP and foster care management

# Case Manager Foster Care

- Supervision service i.t.o. children's Act 38/2005
- Reports & Applications for notices
- Annexure 16
- Comply to due dates.
- Keep register regarding due dates.
- Applications to Supervisor

## Child Protection Case Manager

- Safety fee application
- Investigate 90 days placement
- Form 22 + Form 23's
- Risk assessment

#### **Canalisation Unit**

#### Social Work Manager

- Follow -up from Supervisor's progress on 90days (Safety Placements)
- Monitor reinforcement of foster care Supervision.
- Receive/ monitor movement and progress of SOCPEN and Web-Foster care monitoring Tool.
- Ensure positive relationships with stakeholders (SASSA, DOA, DHA, JUSTICE)

## Canalisation Officer and Social Auxiliary Worker

- Quality assures reports/applications notices (Sec. 168; 169; 171; 173; 174; 175, except Sec 159's)
- Status report
- Issue reminders
- Transfer Files
- Weekly & Monthly reports to Regional Coordinator & Manager/Supervisor
- Safety fee applications
- Panels
- Training to DCPO & DSD
- Form 22's and Form 23's (CPR registers)
- Ensure registers and data basis are updated.
- POE management
- NFD

#### **Registry Clerk**

- Manage Registry
- Open files (3days)
- Report to Manager

## **Regional Office**

### **Regional Director**

- Ensure compliance & Adequate support.
- Ensure adherence to the SOP & Web-Based Foster Care Monitoring Tool
- Meetings with stakeholders
- Regional overview/oversight of services

## SWS PIC /Canalisation Supervisor

- Liaise with Head Office
- Quality assurance all reports
- Ensure that training is done on canalization SOP
- Advise, guidance and support to regional and canalization Units
- Quality Check NFD
- Regional Panel meetings on contested cases
- Ensure good working relationships.

#### **Regional Coordinators**

- Child Protection & Foster Care
- Receive Form 23's
- Verify monthly CPR
- Submission of Weekly POE's/ CPR, Covid report, removal report to Provincial Office
- Consolidation and submission of monthly foster care progress reports and quarterly reports
- Verification and submission of Safety Fee applications to Corporate services
- Transfer files
- Modify foster care data basis
- Verification and consolidation of NFD
- Meetings with Canalization Officers

## **External Role-Players**

JUSTICE/ COURT

Department of Home Affairs

Department of Health

Department of Education

SASSA