



Province of the
EASTERN CAPE
SOCIAL DEVELOPMENT

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STANDARD OPERATING PROCEDURE: REGISTRATION OF EARLY CHILDHOOD DEVELOPMENT (ECD) PROGRAMME PROCESS

Approval Date	29 September 2016
Commencement Date	(Date of Approval)
Review Date	(1 year after Approval date)
Periodical Review	Annual
Resources	Internal staff, Budget
Name	Early Childhood Development Services
Intent of SOP	To outline a step by step process of implementation of early childhood development
Scope	Care, support and development of children from birth to five years
Objective(s)	<ul style="list-style-type: none"> > Universal access of the comprehensive age and stage appropriate quality EOD services > To provide learning and support appropriate to the child's developmental age and stage > To ensure compliance with norms and standards for Early Childhood Development

Desired Performance	Quality Basic Education
Definitions	Early Childhood Development (ECD): refers to a process of emotional, cognitive, sensory, spiritual, moral, physical, social and communication development of children from birth to school-going age. It describes a diverse range of programmes that are community based or home based, and is delivered by a range of stakeholders. It goes far to ensure that children are able to access their development needs. ECD is a primary programme for the care, protection and development of children. The early years have been recognized as the ideal phase for the passing on values that are important for the building of a peaceful, prosperous and democratic society. These include respect for human rights, appreciation of diversity, anti-bias, tolerance and justice.
Key Performance Indicator	Number of fully registered Early Childhood Development (ECD) Programmes. Number of conditionally registered Early Childhood Development (ECD) Programmes.
Principles	<p>The following principles were used as a basis for these SOPs:</p> <p>Child-centred The needs and rights of children are central to all services and provisions.</p> <p>Holism Children develop in a holistic way and social, emotional, intellectual and physical development should be equally valued.</p> <p>The Rights of Children The rights of young children as established in the UN Convention, African Charter on the Rights and Welfare of the African Child and the South African Constitution must be protected.</p> <p>Accountability Everyone who intervenes in the lives of young children and their families should be held accountable for the delivery of an appropriate, effective and efficient service.</p> <p>Empowerment The resourcefulness of each young child and her family should be promoted.</p> <p>Participation Young children and their families should actively participate in the utilisation of the facilities.</p> <p>Family-Centred Programme delivery must strengthen the family.</p>

	<p>Integration Services to young children and their families should be holistic, inter-sectoral and delivered by an appropriate multi-disciplinary team wherever possible.</p> <p>Accessible The language and format of the SOPs must be easily understood by most people who need to use them.</p> <p>Family Preservation All services should prioritise the goal to have young children remain within the family and/or community context wherever possible.</p>
<p>Compliance Measures</p>	<p>The Department is mandated to register all ECD programmes and provide funding prioritising facilities that are in rural and poor communities. For these programmes to be registered, the prescribed national norms and standards contemplated in the Children's Act No 38 of 2005 must relate to the following:</p> <ul style="list-style-type: none"> (a) The provision of appropriate developmental opportunities; (b) programmes aimed at helping children to realise their full potential; (c) caring for children in a constructive manner and providing support and security; (d) ensuring development of positive social behaviour; (e) respect for and nurturing of the culture, spirit, dignity, individually, language and development of each child; (f) meeting the emotional, cognitive, sensory, spiritual, moral, physical, social and communication development needs of children.

STEP BY STEP GUIDE

REGISTRATION OF EARLY CHILDHOOD DEVELOPMENT PROGRAMME PROCESS

Nr	Task Name	Task Procedure	Responsibility	Supporting Documentation	Service Standard
1	Perform the Screening	<ul style="list-style-type: none"> ✓ Obtain client's information and reasons for visit or referral (Date of reporting, Surname, Name, ID No, contact details, reason for visit, action taken) 	Social Worker/Social Auxiliary Worker	Reception Register-SWS 01	10 min
2	Conduct the intake	<ul style="list-style-type: none"> ✓ Conduct intake interview ✓ Complete intake form and process note ✓ Forward all the intake documents to the supervisor 	Social Worker/ Social Auxiliary Worker	SWS 02 (Intake Form) SWS 04	45 min
3	Allocate the case	<ul style="list-style-type: none"> Allocation of the case to a case manager Comments by supervisor 	Social Work Supervisor	SWS 02, SWS 04	10 min
4	Conduct pre-assessment or interview	<ul style="list-style-type: none"> Interviewing of the client and the following processes will be discussed ✓ Registration requirements ✓ Registration procedure ✓ Minimum Standards ✓ Application form ✓ Monitoring and Evaluation 	Social Worker	SWS 04 (Process note) Social Work Diary SWS 05 (Assessments Report) SWS 06 (Plan of Action)	20 min
5	Interventions	<ul style="list-style-type: none"> Upon completion of the form, the applicant shall attach the following documents and return to the office: ✓ the overview of the early childhood development programme in respect of which application is made for registration; ✓ an implementation plan for the early childhood development programme in respect of which application is made; ✓ the staff composition including an exposition of the prescribed and other skills with supporting documents and including copies of any qualifications and identity documents in respect of staff that will be responsible to provide the early childhood development programme; 	Chairperson of the Centre Centre Manager Applicant	Completed Application Form (Form 16)	20 minutes

STEP BY STEP GUIDE

REGISTRATION OF EARLY CHILDHOOD DEVELOPMENT PROGRAMME PROCESS

Nr	Task Name	Task Procedure	Responsibility	Supporting Documentation	Service Standard
5.2	Conduct Assessment	<p>When the form has been duly completed with all the attachments, the Case Manager shall do the following:</p> <ul style="list-style-type: none"> ✓ Visit the premises for own assessment and compile a report 	Social Worker	Report by Social Service professional on the on viability of application	Two weeks
5.3	Conduct District assessment and make recommendation	<p>Assess and ascertain if the programme covers all areas of development and make a recommendation to the District Director.</p>	District panel	Panel recommendations	1 day
5.4	Grant the Registration	<p>If the programme meets the requirements for registration;</p> <ul style="list-style-type: none"> ✓ Grant a certificate of registration / conditional registration / renewal of registration. If the programme is issued a conditional registration certificate; ✓ Perform continuous monitoring to ensure that the programme meets the requirements. 	District Deputy Director	Form 17	6 months

**STEP BY STEP GUIDE
REGISTRATION OF EARLY CHILDHOOD DEVELOPMENT PROGRAMME PROCESS**

Nr	Task Name	Task Procedure	Responsibility	Supporting Documentation	Service Standard
5.5	Refuse to grant Registration	<p>If the programme does not meet requirements for registration, the following process will unfold.</p> <ul style="list-style-type: none"> ✓ Develop Integrated Plan (Social Work and the centre) to improve conditions of the programme. ✓ If the programme still does not meet requirements for registration, a refusal to grant an application for the registration of a programme will be issued. The programme will also be informed of their right to appeal. 	<p>Social Worker District Manager</p>	<p>Development Plan Form 18</p>	<p>Maximum of 2 years depending on the conditions of the centre</p>
5.6	Apply for an appeal against refusal to grant Registration	<p>If an applicant is not satisfied with refusal to grant application for registration</p> <ul style="list-style-type: none"> ✓ Apply for an appeal against a decision of a provincial head of social development in terms of section 101 of the act in respect of ECD Programme <p>The MEC may, upon receipt of the applicant's or registration holder's written appeal and the provincial head of social development's reasons for the decision confirm, vary or set aside that decision.</p> <p>If the MEC confirms the decision to reject the application, an applicant or registration holder that is not satisfied with the outcome of an appeal referred to above, may apply to the competent division or the High Court to review that decision.</p>	<p>Applicant MEC High Court</p>	<p>Form 19</p>	<p>3 months</p>
5.7	Monitor the Maintenance of the Programme	<p>If the programme is issued a five year (fully registered) registration certificate, the programme will be reviewed after every two years. If it's a conditional registration then a period will be stated to improve conditions and meet all the requirements.</p>	<p>Social Worker</p>	<p>Monitoring Report</p>	<p>Maximum of 2 years</p>


PROCESS RISKS

Process Name	Risk Description	Probability (H/M/L)	Impact (H/M/L)	Control Description	System / Manual
Registration of Partial Care facilities	<ul style="list-style-type: none"> Centralized screening of caregivers against Part B of the child protection register (Form 29 and 30) Different interpretation of the act by different professionals that are supposed to be protecting the children's rights Coordination and management of ECD programmes by key role players to ensure quality basic education Limited resources (Capital i.e. Vehicles, Office space, stationary, computers, telephones, printers, Human i.e. Social Work Supervisors, Social Workers, Social Auxiliary Workers Financial i.e. budget allocation) on the implementation of the promulgated Acts. 	High	High	Amendment of legislation to regulate decentralisation of the function and allocation of resources	Manual
		High	High	Integrated training in legislation, guidelines	Manual
		High	High	To strengthen District, Area and Local service ECD forums	Manual
		High	High	Provision of adequate resources to deliver on ECD Programmes	Manual
				Fast track and prioritize appointment of Early Childhood Development Officers. Provision of decent and professional office space	

LEGISLATION, POLICES, PROCEDURES, LEGISLATION & OTHER DOCUMENTATION (I.e. SOPs)

Document Name	Section Description	Effective Date (if applicable)
Constitution of South Africa	Section 27 Children's rights	1996
Children's Act No 38 of 2005	Chapter 6 – Early Childhood Development programme	2005
ECD Guidelines	Guide on the implementation of Early Childhood development services	2006
National Curriculum Frame Work	Standardize the provision of ECD Programmes	2015
ECD Policy	Aims to provide a full comprehensive age and developmentally stage appropriate quality ECD services to all infants, young children and their care givers by 2030.	2015
Draft Guidelines on Registration of ECD Programmes	Guide the process for registration of ECD programmes in terms of the 6 early Learning and developmental areas.	2016

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Distribution and Use of SOP	All District Directors, All Head office Directors, All Corporate Services Deputy Directors, All Deputy Directors, All Assistant Directors, All Social Workers, All Social Work supervisors, All Social Auxiliary Workers		