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STANDARD OPERATING PROCEDURE: REGISTRATION OF EARLY CHILDHOOD DEVELOPMENT ECD PROGRAMME

Approval Date	12 November 2021
Commencement Date	(Date of Approval) 12 November 2021
Review Date	12 November 2023
Periodical Review	3 year reviewal
Resources	Internal staff, Office space, Furniture, Budget (district visit S&T), Transport, Telephone, ICT equipment, Stationary.
Intent of SOP	To outline a step by step process for registration of Early Childhood programme.
Scope	Care, support and development of children from birth to five years

Objective(s)	<ul style="list-style-type: none"> ➤ To ensure compliance with norms and standards for Early Childhood Development programme. ➤ To provide learning and support appropriate to the child's developmental age and stage ➤ Universal access of the comprehensive age and stage appropriate quality ECD services
Desired Performance	<p>Improved access to comprehensive quality Early Childhood Development Programmes that would be universally available to children from conception to school going age.</p>
Definitions	<p>According to Section 91 of Children's Act 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 06/10/2021 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.</p> <p>According to ECD Policy Early Childhood Development (ECD) covers the period from conception until the year before children enter formal school or , in the case of children with developmental difficulties and disabilities, until the year before the calendar year they turn seven (7), which marks the age of compulsory schooling or special education.</p>

	<p>ECD Programme are Programmes that provides one or more forms of daily care, development , early learning opportunities and support to children from birth until the year they enter formal school. These programmes include, but not limited to:</p> <ul style="list-style-type: none"> • Community -based play groups operating for specific hours; • Outreach and support programmes for young children and their families / care givers, at a household level; • Parenting support and enrichment programme • support for the psychosocial needs of young children and their families; • ECD programmes provided at partial care facilities and at child and youth care facilities, as contemplated in section 93 (5) of the Children’s Act; and • any other programme that focuses on the care, development and early learning of children from birth until the year before they enter formal school.
<p>Key Performance Indicator</p>	<p>Number of ECD Programmes Registered.</p>

Principles

The following principles were used as a basis for these SOPs:

Child-centered

The needs and rights of children are central to all services and provisions.

Holism

Children develop in a holistic way and social, emotional, intellectual and physical development should be equally valued.

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.

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.

Empowerment

The resourcefulness of each young child and her family should be promoted.

Participation

Young children and their families should actively participate in the utilisation of the facilities.

Family-Centered

Programme delivery must strengthen the family.

Integration

Services to young children and their families should be holistic, inter-sectoral and delivered by an appropriate multi-disciplinary team wherever possible.

Accessible

The language and format of the SOPs must be easily understood by most people who need to use them.

Family Preservation

All services should prioritise the goal to have young children remain within the family and/or community context wherever possible.

Compliance Measures	<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, individuality, language and development of each child; (f) meeting the emotional, cognitive, sensory, spiritual, moral, physical, social and communication development needs of children.
Performance Measure	<p>Consolidated standardized database of fully and conditional registered ECD Programmes. Approved certificate signed by HOD.</p>
Process Input	<p>Awareness workshops on programme registration of ECDs (when necessary). Application for Registration</p>
Process Output	<p>Registered ECD Programme Programme Registration certificate</p>

STEP BY STEP GUIDE

REGISTRATION OF EARLY CHILDHOOD DEVELOPMENT PROGRAMME

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 reason/s for visit or referral (Date of reporting, Surname, Name, ID No, contact details, reason for visit, action taken) 	<ul style="list-style-type: none"> Social Worker/Social Auxiliary Worker 	<ul style="list-style-type: none"> 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 	<ul style="list-style-type: none"> Social Worker/ Social Auxiliary Worker 	<ul style="list-style-type: none"> 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 	<ul style="list-style-type: none"> Social Work Supervisor 	<ul style="list-style-type: none"> SWS 02, SWS 04, SWS 03 	10 min
4	Conduct pre-assessment or interview	<p>Interviewing of the client and the following processes will be discussed</p> <ul style="list-style-type: none"> Registration requirements Registration procedure Minimum Standards Application form Monitoring and Evaluation 	<ul style="list-style-type: none"> Social Worker 	<ul style="list-style-type: none"> SWS 04 (Process note) Social Work Diary SWS 05 (Assessments Report) SWS 06 (Plan of Action) 	20 min
5	Interventions				

06 / 10 / 2021

5.1	Complete the registration application form	<p>Upon completion of the application form, the applicant shall attach the following documents and return to the office:</p> <ul style="list-style-type: none"> • 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. • in the case of a partial care or child youth care centre, the relevant registration certificate as a partial care or child and youth care centre must be attached. • a clearance certificate (to ensure) that the name of the applicant does not appear in the National Register for Sex Offenders established by Chapter 6 of the Criminal Law (Sexual Offences and Related Matters) Amendment Act 32 Of 2007 or in Part B of the National Child Protection Register established by Part 2 of Chapter 7 of the Act. In the absence of clearance certificate, affidavit from Commission of Oath stating that the deponent never committed crime against the child must be used. 	<ul style="list-style-type: none"> • Chairperson of the Centre • Centre Manager • Applicant 	<ul style="list-style-type: none"> • Completed Application Form (Form 16) 	20 minutes
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5.2	Conduct Assessment	<p>When the form application 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. 	<ul style="list-style-type: none"> • Social Worker 	<ul style="list-style-type: none"> • Report by Social Service Professional on the viability of application • Form 21 	Two weeks
5.3	Appoint Panel members	<ul style="list-style-type: none"> • Appoint District Directors as Chairperson of the District Assessment Panelists • Delegate the function and appoint District Social Work Manager as Chairperson of the Assessment panel (Assessment panel to include Social Work Supervisor and District Social Work Manager and Provincial Social Work Managers). • Present the file to the panel. 	<ul style="list-style-type: none"> • HOD/DDG • District Director • Social work 	<ul style="list-style-type: none"> • Appointment letters 	Annually
5.4	Convene District assessment panel and make recommendations	<ul style="list-style-type: none"> • Convene District Assessment Panel • Present applications to the District Assessment Panel • Assess and ascertain if the programme covers all areas of development and make recommendations to the HOD to grant registration. 	<ul style="list-style-type: none"> • District Director/ Social Work Manager • Social Worker • District assessment panel 	<ul style="list-style-type: none"> • Panel recommendation report • Attendance register • Minutes of the meeting 	1 day

STEP BY STEP GUIDE

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Nr	Task Name	Task Procedure	Responsibility	Supporting Documentation	Service Standard
5.5	Grant the Registration	<p>If the programme meets the requirements for registration;</p> <ul style="list-style-type: none"> • Write and submit the memo with certificate to the HOD for approval of conditional registration / renewal of registration / reinstatement of an ECD Programme registration. <p>If the Programme is granted full registration;</p> <ul style="list-style-type: none"> • Conduct monitoring after every 2 years. <p>If the ECD Programme is granted conditional registration;</p> <ul style="list-style-type: none"> • Conduct quarterly monitoring to ensure that the Programme meets the requirements. 	<ul style="list-style-type: none"> • District Director • Social worker • Social Worker 	<ul style="list-style-type: none"> • Form 17 (Certificate) • Monitoring Report 	<p>Every 2 years</p> <p>Quarterly</p>

STEP BY STEP GUIDE

REGISTRATION OF EARLY CHILDHOOD DEVELOPMENT PROGRAMME

Nr	Task Name	Task Procedure	Responsibility	Supporting Documentation	Service Standard
5.6	Refuse to grant Registration	<p>If the ECD 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 ECD Programme within the specified period. • Write a report and the memo recommending the registration refusal of the programme that does not meet requirements for registration. • Recommend the closure of the centre that poses threat through hazardous situations to the lives of the children. • Approve the recommended memo for closure of the centre that poses threat through hazardous situations to the lives of the children. 	<ul style="list-style-type: none"> • Social Worker • District Social work Manager • District Director • Director: ECD • Chief Director: Children and Families • HOD 	<ul style="list-style-type: none"> • Development Plan • Form 18 	<p>Maximum of 2 years depending on the conditions of the centre</p> <p align="center">66</p>

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5.7	Cancel the registration certificate	<ul style="list-style-type: none"> Cancel the certificate by written notice to the registration holder in terms of section 99 of the Children's Act 38 of 2005. Upon cancellation of certificate, <ul style="list-style-type: none"> Must return the registration certificate to the Department of Social Development. 	<ul style="list-style-type: none"> HOD Centre Manager 	<ul style="list-style-type: none"> Written notice Cancelled registration certificate 	1 month or less depending on hazardous conditions
5.8	Apply for an appeal against refusal to grant Registration	If an applicant is not satisfied with refusal to grant application for registration <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 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. 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 of the High Court to review that decision.	<ul style="list-style-type: none"> Applicant MEC Applicant 	<ul style="list-style-type: none"> Form 19 	3 months






PROCESS RISKS

Process Name	Risk Description	Probability (H/M/L)	Impact (H/M/L)	Control Description	System / Manual
Registration ECD Programme	<ul style="list-style-type: none"> Centralized screening of caregivers against Part B of the child protection register (Form 29 and 30) delays finalization of the application 	High	High	Amendment of legislation to regulate decentralization of the function and allocation of resources	Manual
	<ul style="list-style-type: none"> Different interpretation of the act by different professionals as well as different application of the Norms and Standards will compromise the best interest of the children by the same officials who are supposed to be protecting the children's rights. 	High	High	Integrated training in legislation, guidelines.	Manual
	<ul style="list-style-type: none"> Uncoordinated ECD programmes by key role players in ensuring quality ECD Programme. 	High	High	To strengthen District, Area and Local service ECD forums.	Manual
	<ul style="list-style-type: none"> Limited resources: <ul style="list-style-type: none"> (Capital i.e. Vehicles, Office space, stationary, computers, telephones, printers) Human resources i.e Social Work Supervisors, Social Workers, Social Auxiliary Workers, data captures, Financial i.e. budget allocation for the implementation of the promulgated Acts. 	High	High	Provision of adequate resources to deliver on ECD Programmes. Designate Social workers for ECD, appoint Social auxiliary workers and data capturers. Provision of decent and professional office space.	Manual

LEGISLATION, POLICIES, PROCEDURES, LEGISLATION & OTHER DOCUMENTATION (i.e. SOPs)

Document Name	Section Description
Constitution of South Africa of 1996	Section 27 and 28 of the Constitution prescribe the ethical and legal obligation of government to honour children’s rights to protection, survival and development.
Children’s Act No 38 of 2005	Section 95 to 101 stipulates the registration of ECD Programme, Conditional renewal of ECD Programme and Re-instatement of ECD Programme.
National Curriculum Framework for children from 0-4 years of 2015	Standardize the provision of ECD Programmes.
National Integrated ECD Policy of 2015	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.
Draft guidelines on Registration of ECD Programmes of 2014	Guide the process for registration of ECD programmes in terms of the 6 early Learning and developmental areas.

AUTHORISATIONS

Authorization:	Name:	Comments:	Signature:	Date:
Recommended by Director- ECD	Z. Tafeni	Recommended		29/09/2021
Recommended by: Acting Chief Information Officer	M.Gazi	Recommended		
Recommended by: Chief Director- Children and Families	T. Toyiya	Recommended		06 / 10 / 2021
Recommended by: Deputy Director General - Social Welfare Services	DR N.Z.G. Yokwana	Recommended		06/10/2021
Approved by: Head of the Department	M.Machemba	Approved		12/11/2021
Distribution and Use of SOP	District Directors, all Social Workers, all Social Work supervisors, all Social Work Managers, Social Auxiliary Workers, Data Capturers, all Area Manager, All Service Office Managers.			