



ONSITE ASSESSMENT: MONITORING/SIX MONTHLY PROGRESS

BP1000406969

Transaction: 329410

Date of Onsite Visit: 28 January 2014

Name of Assessing Officer: Mrs. S.M. Huygen

1. Name of Organisation/Facility: SAVF Vanderbijlpark Shelter

2. Postal Address: P.O. Box 75
Vereeniging
1930

3. Street Address: Plot 21 Theoville
Vanderbijlpark
1900

4. Telephone Number: 016 987 2805

4. Fax Number: 016 987 1888

5. Cell Number: 082 359 1925

6. E-mail Address: admin@savfvaal.co.za

6. E-mail Address:

7. Name of Contact Person: Mrs. Wilna Hansen (Centre Manager and Social Worker)

8. Telephone Number: 016 987 2805

9. PEOPLE PRESENT DURING THE ON- SITE VISIT

The following staff members were present:
Regional Manager and Supervisor: Mrs. L. Ferreira
Social Worker and Centre Manager: Mrs. W. Hansen
Finance Clerk: Mrs. Yvonne de Villiers
Secretary (Social Services): Mrs. Zeldá Ferreira
Social Worker Social Services: Mrs. Y. Van Niekerk

10. STATUS OF ORGANISATION:

Is the organisation registered as a NPO? Yes No

If yes give number:

Is the organisation/facility affiliated to a Welfare or National Body? Yes No

If yes give NPO number: SAVF National

11. If any other type of registration is necessary (eg Children's Home, Home for the Aged, etc). Is the organisation/facility registered?

NO

If yes, what is the position with registration?

SAVF Shelter and SAVF Social Services have the same Service Management. Therefore registration as a CPO will be applied for under SAVF Social Services Vanderbijlpark. Information on the Shelter's programmes will be incorporated in SAVF Social Services application for re-registration as a CPO.

12. STATUS OF THE SERVICE

Is the service operating now:

Since when (date)? 1994.

13. SIX MONTHLY PROGRESS REPORT: April – September 2013

Guidance was provided on how to report on progress. Details regarding the Activities that were performed have to be provided and it must be indicated if Objectives have been reached and to what extent it has been reached. If not reached, reasons therefore must be provided.

14. BUSINESS PLAN 204/2015

The contents of the organization's Business Plan have been discussed. Guidance was provided. SAVF Vanderbijlpark Shelter was requested to describe its Activities in more detail as that will make the evaluation easier when the Six Monthly Report has to be written – the 'What, where, when, how and with whom?'

The Service Management elected on the 2 October 2013 consists of only 5 members. The NPO Act requires the Management to be between 7-9 members. Staff members of the SAVF cannot serve on the Service Management or be a signatory - whilst residents can also NOT serve on the Service Management.

The 5 current Service Management members are all whites, whilst the organization renders services to other race groups. The organization has one disabled person on its Service Management.

SAVF reported that its Service Management was transformed, but that some members expected to receive stipends or incentives from the organization. When they discover that this is not the case, they were no longer interested to contribute their time to the organization.

15. RE- REGISTRATION AS A CHILD PROTECTION ORGANIZATION

Refer to Point 11.

16. EVIDENCE BASED REPORTING

Most of the Evidence Based Reporting received from the organization is correctly completed. Challenges are however experienced with the Programmes. The Social Worker must develop the Programmes and include the relevant services.

17. CLEARANCE IN TERMS OF THE CHILD PROTECTION REGISTER

The Social Worker and the Caretaker have been cleared. Clearance for the Secretary and Driver has been applied for but feedback was not received yet. The organization was requested to follow up on this. Clearance must be obtained before re-registration as a CPO is recommended. If not received, the persons not yet cleared will have to apply for Police Clearance.

18. TRAINING

Training on Substance abuse and Adoption was attended. Diversion and Mental Health were addressed during Group Supervision sessions.

19. POLICY, PROCEDURE AND GUIDELINES

Attach find the SAVF's Collection of Policies and Guidelines (Annexure A).

The organization does not possess of a **Code of Conduct** for staff members but has a Customer/Client Service Policy and Procedure Manual in Draft format.

20. ADMINISTRATION

The Shelter's Social Work post is not funded. Mrs. Hansen has also been appointed as Centre Manager as well. Mr. William Crowley (one of the residents) fulfils the task of Caretaker. He does not receive a salary but is responsible to keep an eye on the residents and the premises.

Mrs. Yvonne de Villiers is the Administrative Officer and responsible to manage the food, clothe and store room. She also does the books.

On the 1st September 2012, Ms. Heidi de la Rosa has been appointed as the Shelter's driver. She receives a salary.

Refer to the document that has been completed by SAVF Vanderbijlpark Shelter dated 24 October 2013

(Annexure B).

Additional information

Registers kept:

Asset Register; Short Contact File Register; Food Management Register.

Guidelines and Manuals:

Foster Care/Statutory Manual

Guidelines for Shelters

Minimum standards for ECD's - Manual

Adoption Manual

Guidelines for the destroying of files

Financial Policy Guideline

Health and Safety Act Guideline

SAVF Communicator – contains SAVF Reports and Formats

Guidelines for students

Guideline on Elderly Persons

Guideline for Regional Managers – Supervision of staff

Volunteer Manual

SAVF Policy Guidelines

Job descriptions:

Staff members have job descriptions.

Staff files contain the following documents:

Copy of ID, CV, Proof of Qualifications, Appointment letter, Job description, Driver's licence; Registration Certificate (SACCP) and Proof of continued registration with the SACSSP (where applicable).

Individual Case files contain the following documents:

ID's/Birth Certificates, Intake note, Court and other orders, reports, process notes and letters and other Correspondence/letters.

Staff members are expected to complete a Daily Log Sheet every month. They also complete an Attendance Register.

The organization has a Code of Conduct for Volunteers.

21. TRAINING

Training received:

2013: New Mental Health Act

2013: Training on Adoption Guidelines (Attached to the Adoption Programme)

2014: Mediation – The Supervisor and the Social Worker attended the 2 day course.

22. COMPLIANCE WITH OCCUPATIONAL HEALTH AND SAFETY

It was required that the fire extinguishers be placed in safety boxes. These boxes are expensive, but RESCOM Security has been approached. There is a probability that they can provide the boxes at a cheaper price. The Shelter has a First Aid Kit. None of the Shelter's residents or staff members however have received training on First Aid procedures yet.

The Evacuation Plan has not yet been approved by the Local Fire Department.

23. REQUIREMENTS: LOCAL GOVERNMENT

The organization is not in possession of an Environmental Health Certificate. They still have to do renovations.

24. PROGRAMMES

The Shelter offers the following programs:

Pre-admission; Orientation, Therapeutic; Spiritual; Life skills; Reunification; Medical; Educational; Financial; Recreational (also includes Holiday Programmes); Safety and Security; Integration and an Exit Programme.

25. SUPERVISION

Supervision:

A Template has been developed for the writing of Supervision notes.

SAVF has a Supervision Contract that has to be signed by both the Supervisor and the relevant Social Worker.

The Social Worker is already an experienced worker - an open door policy is followed.

Telephonic consultation sessions take place. Group supervision is conducted once a quarter.

Staff Meetings:

Not all staff meetings are recorded in the form of Minutes.

Experience in Adoption investigations:

Supervisor – 35 years, 6 with the new Children's Act, 2005

Social Worker – 25 years, 0 with the new Children's Act, 2005

26. OTHER REMARKS

The organization sometimes colour their information with info on other SAVF projects. DSD is only interested in 'if they have delivered the services that they undertook to render in the Business Plan and agreed to in the Service Level Agreement. Other information can be shared in a separate paragraph if the organization is of opinion that DSD should take notice thereof. Full sentences should be used to describe Activities. The latter should also be provided in more detail.

The Shelter has an average occupation of 26 people with 31 being the highest number.




On certain evenings soup is donated by the Reformed Church in Vaalpark.

During February 2014, new Management members will be trained on their roles and responsibilities.

14 RECOMMENDATION

It is recommended that the organization continue to be funded.

Documents needed:

-  Last Narrative report to NPO Office (2013)
-  Corrected signed and dated Constitution
-  Approved Evacuation Plan.

- ✚ Clearance in terms of the CPR for all Service Management members, staff and volunteers.
- ✚ Clearance: Supervisor
- ✚ Proof of continued registration with the SACSSP (2014/2015): SW and Supervisor.
- ✚ Environmental Health Certificate.
- ✚ ID: Mr. Crowley.
- ✚ The Shelter's Programmes in writing.

Follow up with next On-site visit to the organization:

- ✚ Social Work services – Audit 12 files.
- ✚ Transformation of Service Management – recruiting of additional members.
- ✚ Programmes presented at the Shelter.
- ✚ Training of Management members on Financial Management and Governance.
- ✚ Final monitoring before Application for Registration as a CPO is submitted to DSD Head Office.

S.M. HUYGEN (Mrs)
Social Worker (Grade 4)

28 March 2014

DATE

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ITANI MASHAU (Ms.)
Social Work Supervisor

DATE: