



PROCESS NOTE

DATE OF INTERVIEW: 4 May 2015

IDENTIFYING DETAIL:

Name of Organization: SAVF Vanderbijlpark Shelter

Type of organization: Shelter for Families

DETAIL:

The Register that had to be completed to indicate the submission of reports for designation as CPO's to DSD: Provincial is missing. After checking the files to be submitted for scanning on the SAP system, the undersigned detected that although copies of all the relevant documents were made; the report and recommendation for the designation of the SAVF Vanderbijlpark Shelter as a CPO, was never printed. Since March 2015 challenges were experienced to print reports due to the unavailability of cartridges for the officer's official printer. This situation could have caused the confusion and delay.

I called Ms. Zelda Ferreira, the Admin Officer at SAVF Vanderbijlpark. It was not brought to my attention, but I have picked up that SAVF Vanderbijlpark Shelter has appointed a part-time Household Head. According to Ms. Ferreira, **Ms. S. Pretorius** was appointed in October 2014. She forgot to complete a Form 29 for Ms. Pretorius, but undertook to do it before the end of the week; to submit it to DSD: National, and to fax it to the undersigned. She confirmed that no feedback has been received from DSD: National since March 2014 re new persons that have been cleared in terms of the National Child Protection Register.

Case load as on 14 March 2015: 21 People/residents.

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S.M. Huygen
Social Worker (Grade 4)