



education

Department:
Education

PROVINCE OF KWAZULU-NATAL

POLICY

NATIONAL SCHOOLS NUTRITION PROGRAMME

2014

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GLOSSARY OF TERMS

- a) **KZN-DOE:** means the KwaZulu-Natal Department of Education.
- b) **THE DEPARTMENT:** means the KwaZulu-Natal Department of Education
- c) **DOE-Head Office:** means the Provincial Office of the KZN Department of Education.
- d) **HOD:** means Head of Department who is also the Accounting Officer of the KwaZulu-Natal Department of Education.
- e) **NSNP:** means National School Nutrition Programme.
- f) **NSNP Directorate:** means the level/structure of the KZN-DOE in which the National School Nutrition Programme is managed and administered within the province.
- g) **OHOD:** means the Office of the Head of Department within the KwaZulu-Natal Department of Education in which NSNP Directorate is located)
- h) **District Office (D/O):** means any of the twelve education districts of the KZN-DOE responsible for the overall implementation of the NSNP.
- i) **SCM:** means Supply Chain Management responsible for the process of planning, buying, storing and disposing of goods and services for government in line with the legislative and policy frameworks as well as applicable practices.
- j) **Bid:** means a written offer or bid in a prescribed or stipulated form in response to an invitation by a department or parliament for the provision of goods or services, based on the delegated limits of bids.
- k) **Quotation:** means written or verbal offer which may be in a prescribed or stipulated form, in response to an invitation by a department or parliament for the provision of goods or services, based on the delegated limits of bids.
- l) **Conditional Grant (CG):** means the ring fenced government funds allocated to NSNP with stipulated conditions outlined in the grant framework.
- m) **Grant Framework:** means the document provided by National Department of Basic Education which prescribes how the National School Nutrition grant should be spent in a specific financial year.
- n) **Nutritious Meal:** means a balanced meal/food that consists of all the necessary nutrients such as starch, protein and vegetable or fruit.

- o) **Approval Letter:** means the departmental letter issued to each participating school which contains a breakdown of the NSNP annual budget allocated for that school.
- p) **Quintile:** means the system of ranking schools by the Department of Education from 1 up to 5 to determine the resource allocation, with the lower ranking denoting the relatively needy or poor school.
- q) **BAS:** means Basic Accounting System of the Government or the Department of Education in which payments of service providers are generated and paid directly to their authorized banking accounts.
- r) **Special Schools:** means those schools also targeted to participate in NSNP that have learners with special needs.
- s) **School Governing Body (SGB):** means the body comprised of parents and educators which is responsible for the governance of the school including NSNP.
- t) **School Management Team (SMT):** means the structure at the school level that is responsible for the administration and management of school including NSNP.
- u) **Nutrition/NSNP Committee:** means an SGB established structure within the feeding school comprising of NSNP Educators, SGB representatives and food handler/s whose responsibility is to assist the school principal in coordinating and overseeing day to day implementation of NSNP at school.
- v) **Co-operative:** means as defined by the Act, an autonomous association of persons united voluntarily to meet their common economic, social, and cultural needs and as well as aspirations through a jointly owned and democratically controlled enterprise organized and operated through co-operative principles.
- w) **Service Providers (SPs):** means cooperatives or SMMEs contracted with the KZN-DOE to feed schools.
- x) **SMMEs:** means Small, Medium & Micro Enterprises that are service providers in NSNP.
- y) **Primary Producers:** means the community projects and/or cooperatives based within the local municipalities that are involved in the production of vegetables and/or fruits which can be sourced by service providers to supply in NSNP.
- z) **Service Level Agreement (SLA):** means a contract document signed between the service provider awarded to feed school/s and the KZN-DOE detailing the terms of engagement between the two parties.
- aa) **BBBEE:** means Broad Based Black Economic Empowerment.

- bb) **Food Handlers (FHs):** means the parents of learners who are appointed by the SGB to prepare meals for learners on feeding days.
- cc) **Food Handler's Contract:** means the signed contract document between the food handler and the school governing body which contains the terms of engagement between the food handler and the school.
- dd) **Stipend/honorarium:** means a stipulated fixed amount paid to the Food Handler (FH) at the end of the feeding month for the service rendered to the school.
- ee) **Perishable food items:** means NSNP food items which include vegetables, fruits and bread that must be delivered on weekly basis to schools.
- ff) **Non-perishable food items:** means those NSNP food items that have longevity and may be delivered on weekly or monthly basis based on the service provider's discretion.
- gg) **EPWP:** means the Expanded Public Works Programme.

1. POLICY STATEMENT

THE KWAZULU-NATAL DEPARTMENT OF EDUCATION COMMITS ITSELF TO THE CONSTANT DEVELOPMENT OF LEARNERS AT SCHOOL THROUGH THE PROVISION OF NUTRITIOUS FOOD AIMED AT ENHANCING THEIR COGNITIVE AND PHYSICAL DEVELOPMENT.

2. POLICY DEVELOPMENT APPROACH

2.1 The NSNP policy has been developed in an approach that recognises the following key principles:

- a) Simplicity for ease of reading, understanding and reference.
- b) Consistency with other relevant, related and similar policies of the department.
- c) Adaptability to the changing environment under which the policy exists

3. NSNP OBJECTIVES

3.1 The national schools nutrition programme (NSNP) was introduced as part of the many strategies aimed at fighting poverty in the country.

3.2 The objectives of the programme in the province of KwaZulu-Natal remains consistent with the national objectives and these are:

- a) To contribute to enhanced learning through school feeding;
- b) To strengthen nutrition education in schools;
- c) To promote sustainable food production initiatives in schools, and
- d) To develop partnerships to enhance the programme.

4. SCOPE AND APPLICABILITY

4.1 This policy shall apply to the state/government, officials in the department of education and other departments/entities; principals of schools, SGBs, SMTs, Educators, Food handlers, learners, parents of learners, service providers and/or other business entities

or organization/s and/or individual/s involved in the National School Nutrition Programme within the province of KwaZulu-Natal.

5. NSNP GRANT

5.1 Background

5.1.1 The NSNP is funded through a conditional grant that is transferred to provinces according to the Division of Revenue Act (DORA) and other directives from the Department of Basic Education and the National Treasury (Grant Framework 2010/11).

5.1.2 The allocation criteria to provinces are based on the poverty distribution table used in the National Norms and Standards for School Funding as gazetted by the Minister of Education on the 17 October 2008.

5.1.3 The Grant Framework stipulates certain conditions to which provincial departments must adhere to and these are mainly the targeted schools in terms of quintiles and the feeding rates.

5.1.4 The use of the annual grant by a province is then contained in the business plan that the provincial NSNP office prepares and submits to the National Department of Basic Education on an annual basis.

5.2 Devolution of the Grant

5.2.1 Due to the growth in scale of the NSNP since its transfer from the Department of Health in 2004, the department aims to improve the efficiency and effectiveness of grant monitoring, nutrition development, operations, reporting, accountability, and community development within NSNP. To achieve these aims the department SHALL:

5.2.1.1 Devolve the feeding portion of the NSNP grant to all its twelve (12) districts for administration.

5.2.1.2 Support districts to develop effective payment and accounting systems.

5.3 Disbursements to districts

5.3.1 The province SHALL:

5.3.1.1 Disburse the feeding portion of the grant in tranches aligned to provincial disbursements by the National Department of Education.

5.3.1.2 Ensure that upon submission of the prescribed quarterly district NSNP performance reports, the next tranche transfer is done within 14 days.

5.3.1.3 Develop operating procedures and guidelines to be followed by districts.

5.3.2 The District SHALL:

5.3.2.1 Submit to the provincial NSNP directorate their feeding needs for the following financial year based on enrollment and quintiles.

5.3.2.2 Submit to the provincial NSNP directorate quarterly reports in the format prescribed by due date as set from time to time.

5.3.2.3 Follow the prescribed operating procedures and guidelines at all times.

6. FEEDING

6.1 Targeting and Participating Schools

6.1.1 The inclusion of schools in NSNP shall be approved by the HOD in consultation with the provincial NSNP, District Offices, Resource Planning and EMIS Directorates at the provincial level.

6.1.2 Registered Public Primary and Secondary schools in quintile 1, 2, and 3 and identified special schools shall be targeted for participation in the programme in line with the Conditional Grant Framework.

- 6.1.3 Provision shall be made for participation of quintile 4 and 5 schools wherein only needy learners identified in terms of the set criteria in the guidelines shall be allowed to benefit in the programme.
- 6.1.4 In terms of both 6.1.2 and 6.1.3 above, learners in Grade R to 12 shall be targeted for feeding in line with the Conditional Grant Framework.
- 6.1.5 All participating schools in NSNP shall be required to renew their participation in each financial year by completing and submitting a standard application form.
- 6.1.6 In addition, participating schools in quintile 4 and 5 shall be required to further complete and submit a standard form of certification of learners to be fed in the school.
- 6.1.7 Qualifying schools in NSNP shall be approved based on the 10th day Snap Survey enrolment figures of the current year as provided and endorsed by EMIS Directorate.
- 6.1.8 Notwithstanding the use of the 10th day Snap Survey enrolment figures as stated in 6.1.7 above; quintile 4 and 5 school shall be required to target only needy learners within them whilst the NSNP Directorate shall also reserve the right to approve them with the lower enrolment where targeting was not done.
- 6.1.9 Furthermore, the NSNP Directorate shall reserve the right to alter the enrolment determination method to suite the objectives and improve accountability of district and schools.
- 6.1.10 Special schools that were not participating in NSNP in the previous year but are willing to participate, shall be considered based on the completion of their needs assessment by the District and approval by HOD.
- 6.1.11 Each participating school shall be issued with an approval/allocation letter signed by the District Director detailing the monthly budget break down for the whole financial year.
- 6.1.12 In respect of the above, no school shall commence with feeding without an official approval/allocation letter from its relevant District.

6.2 Feeding Calendar and Time

- 6.2.1 The feeding days of learners in primary, secondary and special schools shall take place as prescribed in the Conditional Grant Framework.

6.2.2 Learners in all participating schools shall be provided with nutritious meals on time (i.e. No later than 10H00 o'clock) on all feeding days in line with the Conditional Grant Framework.

6.3 Menu specification, quality & quantity and food delivery

6.3.1 Menu Specification

6.3.1.1 Learners shall be fed in strict adherence to menu as prescribed by KZN-DOE.

6.3.1.2 Nutritious meal items supplied to learners shall be required to be correctly packaged and carry labels outlining expiry dates, preparation methods and storage instructions.

6.3.1.3 Nutritious meal supplied to learners shall be in line with the applicable South African nutritious meal related acts and stipulated by KZN-DOE.

6.3.1.4 Service Providers defaulting from the menu specification shall be dealt with in terms of the provisions of the service level agreement.

6.3.2 Quality and Quantity of food

6.3.2.1 The Service Providers shall be required to supply nutritious meal of good quality and prescribed quantities to schools at all times.

6.3.2.2 Nutritious meal supplied to schools shall be in line with the specified and applicable grades as prescribed by the KZN-DOE.

6.3.2.3 Vegetables and fruits supplied to schools shall be delivered fresh and for immediate consumption by the learners (i.e. not more than four days).

6.3.2.4 Service providers supplying meals of poor or sub-standard quality and insufficient quantities shall be dealt with in terms of the provisions the service level agreement.

6.4 Food Storage and feeding environment

6.4.1 The school shall ensure that all NSNP meal items delivered to the school are kept in the safe, proper and healthy environment.

- 6.4.2 The storage facility for meal items shall be well ventilated.
- 6.4.3 Meal items shall not be stored in the same room together with cleaning materials, garden equipment, books and/or any other school items other than nutritious meal or eating utensils.
- 6.4.4 Meal items shall be stored in proper wooden shelves or stands and not on the floor.
- 6.4.5 Meal items in the storeroom shall be properly packed in the order of their expiry dates to ensure that items with early expiry dates are cooked before those that have later expiry dates.

6.5 Delivery of food to schools

- 6.5.1 Service Providers shall in line with this policy be expected to supply and deliver raw/uncooked food items to their allocated schools.
- 6.5.2 Deliveries shall be made during school working hours.
- 6.5.3 Food items delivered to the school shall be checked against the purchase order note / school's specific menu to ensure quality and stipulated quantities thereof.
- 6.5.4 All food items delivered to the school shall be appropriately recorded by the school and entered onto the school's stock control sheet.
- 6.5.5 Perishable items shall be strictly delivered on weekly basis whilst non-perishable items must be delivered monthly, at least 7 days before the commencement of the next feeding month.
- 6.5.6 Service providers defaulting in terms of deliveries as specified shall be dealt with in terms of the provisions the service level agreement.

6.6 Gas Handling and Delivery

- 6.6.1 Installation of gas stoves and gas cylinders shall be in accordance with the approved standards by the LPGSA)
- 6.6.2 Upon installation, the school shall request a certificate of compliance from the Service Provider that has installed or supplied gas stove & cylinder.
- 6.6.3 Proper care and safety measures shall be adhered to at all times when using gas for cooking at the school.

- 6.6.4 The SNC, SGB and SMT shall ensure that reasonable care and precautions are taken into consideration at the school to prevent medico-legal hazards.
- 6.6.5 Gas stoves shall always be used in a well-ventilated area.
- 6.6.6 Only the 9kg cylinders shall be kept indoors, whilst bigger cylinders shall be installed or mounted on the outside of the cooking area in the lockable cage.
- 6.6.7 The school shall have available at the food preparation area a dry powder fire extinguisher which is serviced yearly.
- 6.6.8 Gas stoves shall be serviced regularly by the school and service interval be recorded.

7. APPOINTMENT OF SUPPLIERS TO THE NSNP

7.1 Background

- 7.1.1 The use of suppliers in the NSNP is inherent to the programme and it also provides a real economic opportunity to those who participate in it.
- 7.1.2 Various methods have been tried in recent years, and the department has opted for a tender process coupled with a quotation system for replacements. Therefore the department and all its districts SHALL:
 - 7.1.2.1 Appoint new service providers through an open tender system.
 - 7.1.2.2 Appoint replacement service providers through a quotation system.
 - 7.1.2.3 Shall follow strict Supply Chain Management guidelines in applying clauses 7.1.2.1 and 7.1.2.2 above.

7.2 Service Providers

- 7.2.1 Suppliers of food items to the NSNP shall be appointed by districts of the department of education.
- 7.2.2 In appointing the suppliers, the district shall adhere to the provisions of clause 7.1.2 above.

7.3 Cooperatives

- 7.3.1 The provincial NSNP Directorate shall facilitate support and mentorship for all cooperatives appointed into the programme.
- 7.3.2 The department shall ensure that extra care is taken to avoid unnecessary barriers of entry for cooperatives.

7.4 SMMEs

- 7.4.1 The appointing districts shall ensure that NSNP serves to promote SMMEs and Cooperatives.
- 7.4.2 Districts shall take all due diligence steps to verify the SMME status of all applicants to the Programme.
- 7.4.3 All SMMEs whose primary business activity is school feeding shall be given priority.

7.5 District Enterprises

- 7.5.1 Where a district enterprise exists and demonstrates capacity to deliver perishable products to the NSNP, a districts shall exclude the award of supply of such goods by a Supplier.
- 7.5.2 In cases envisaged in 7.5.1 above, the NSNP Directorate will facilitate a partnership between the district and the relevant enterprise.
- 7.5.3 An appropriate SLA shall be concluded to govern the relationship between the district and the district enterprise.

7.6 Primary Producers

- 7.6.1 The department shall promote primary agricultural production and agro-processing through the District Enterprises.

7.7 Food production

- 7.7.1 The department promotes the use of products manufactured in South Africa.
- 7.7.2 The department promotes the use of products locally produced in various communities without undue compromise to quality.

7.8 Cessionary Agreements

7.8.1 In line with its supplier development intentions, the department shall accept cessionary agreements between the NSNP appointed services providers and their suppliers with the following provisions:

7.8.1.1 A cessionary agreement shall be signed by both parties and duly witnessed.

7.8.1.2 A maximum of 4 cessionary agreements will be accepted in a 12 months cycle.

7.8.1.3 A cessionary agreement amount shall not exceed 80% of the service provider's feeding allocation.

8. PROGRAMME MANAGEMENT

8.1 Background

8.1.1 In KwaZulu-Natal, the challenges of managing NSNP has necessitated a re-think on the departmental structure.

8.1.2 This is further necessitated by observations that the bureaucracy is too elaborate rendering the department unable to perform other objectives of the grant other than feeding.

8.1.3 The payment process has also proved too long and cumbersome resulting in business collapse due to non-payment.

8.1.4 As a means to curbing this situation and improving the system, the department shall going forward employ a new structure to manage and administrate the NSNP at all three levels:

- Provincial
- District
- In-school

8.2 New Provincial NSNP Structure

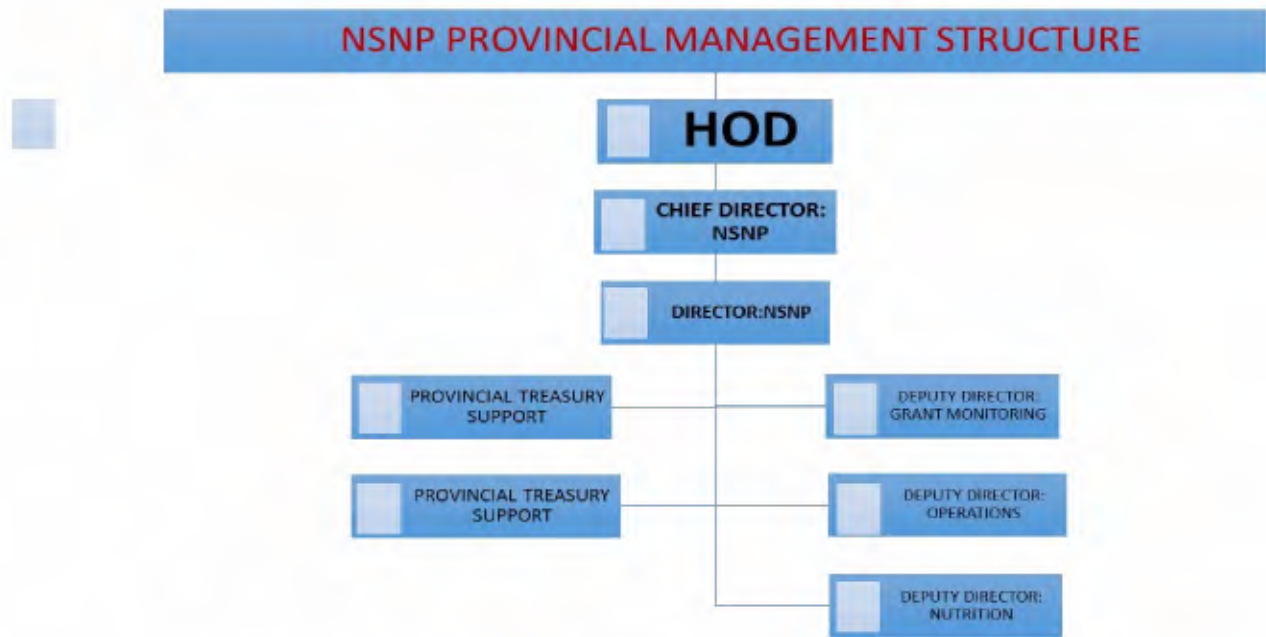


Diagram 8.2.1: New NSNP Provincial management structure

8.2.1 Roles Functions and Responsibilities of Provincial NSNP Directorate

8.2.1.1 The Provincial Department of Education shall develop a Chief Directorate responsible for NSNP throughout the province.

8.2.1.2 The NSNP Chief Directorate SHALL:

- a) Develop policy and implementation guidelines; conduct research; monitor the grant; facilitate capacity building; develop and improve NSNP systems; evaluate the programme and mobilise stakeholders around the NSNP.
- b) Develop appropriate tools to manage and administrate the grant for use by districts.
- c) Develop and implement Quality Assessment of all food items and services rendered under the NSNP.
- d) Facilitate interdepartmental/ directorate relationships such as finance, governance, EMIS, Resource Planning and Legal Services to make the Programme a success.
- e) Oversee the process of new applications and renewal of applications for schools for every new financial year.
- f) Allocate and monitor grant expenditure.
- g) Maintain database of all participating schools.

8.3 New District NSNP Management Structure

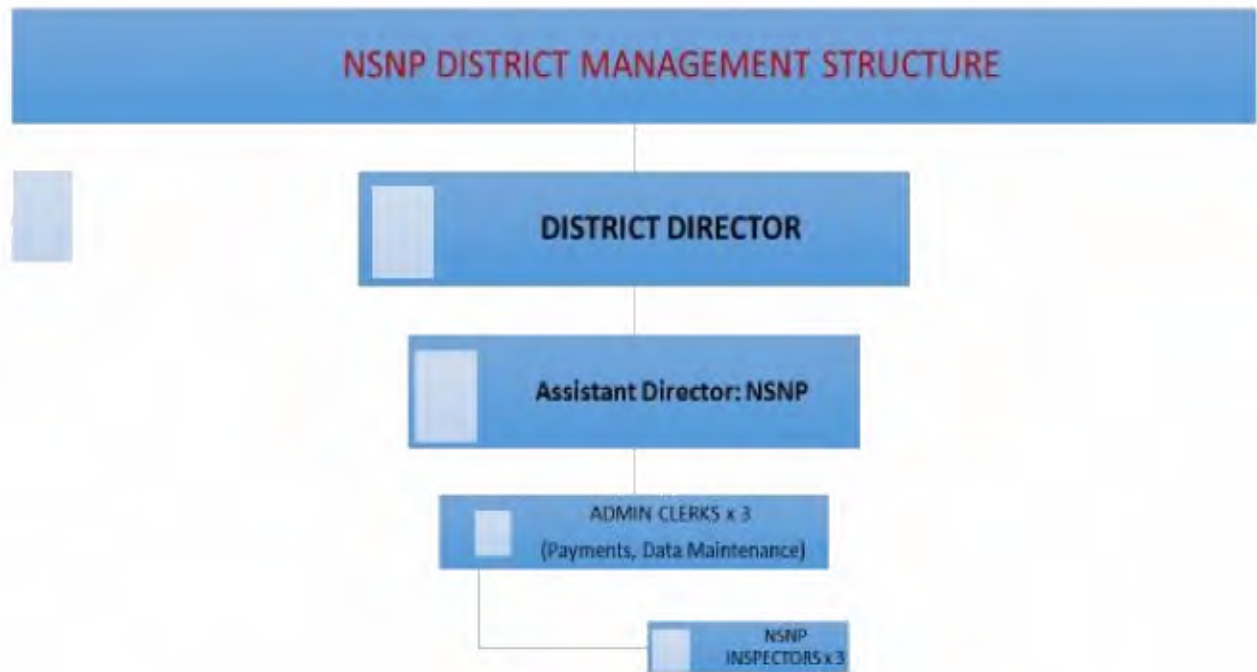


Diagram 8.3 above: NSNP District Management Structure

8.3.1 Roles, functions and responsibilities of districts

8.3.1.1 The NSNP District management structure shown above shall reflect the minimum capacity mandatory at all district offices for management and administration of the NSNP with a district.

8.3.1.2 The District Office SHALL:

- a) Ensure that all vacancies available for the NSNP sub-directorate within a district are filled.
- b) In terms of this policy be responsible for the overall implementation of the programme at district level, and report to the Provincial NSNP Directorate on monthly and quarterly basis.
- c) Establish a School Nutrition Committee in all participating schools.
- d) Assist schools in the completion of renewal and new applications to participate in the NSNP for every new financial year.
- e) Maintain a database of all participating schools, appointed Service Providers

and food handlers as well as any other relevant database.

- f) Assist schools to establish and maintain vegetable gardens in line with sustainable nutritious meal production initiatives.
- g) Ensure payment for services received from suppliers on time without undue delays.
- h) Ensure that the stipend is paid to Food Handlers directly by the district.
- i) Conduct regular and frequent monitoring visits to all schools within the district.
- j) Resolve NSNP conflicts whenever they arise.

8.4 New NSNP In-school Management Structure

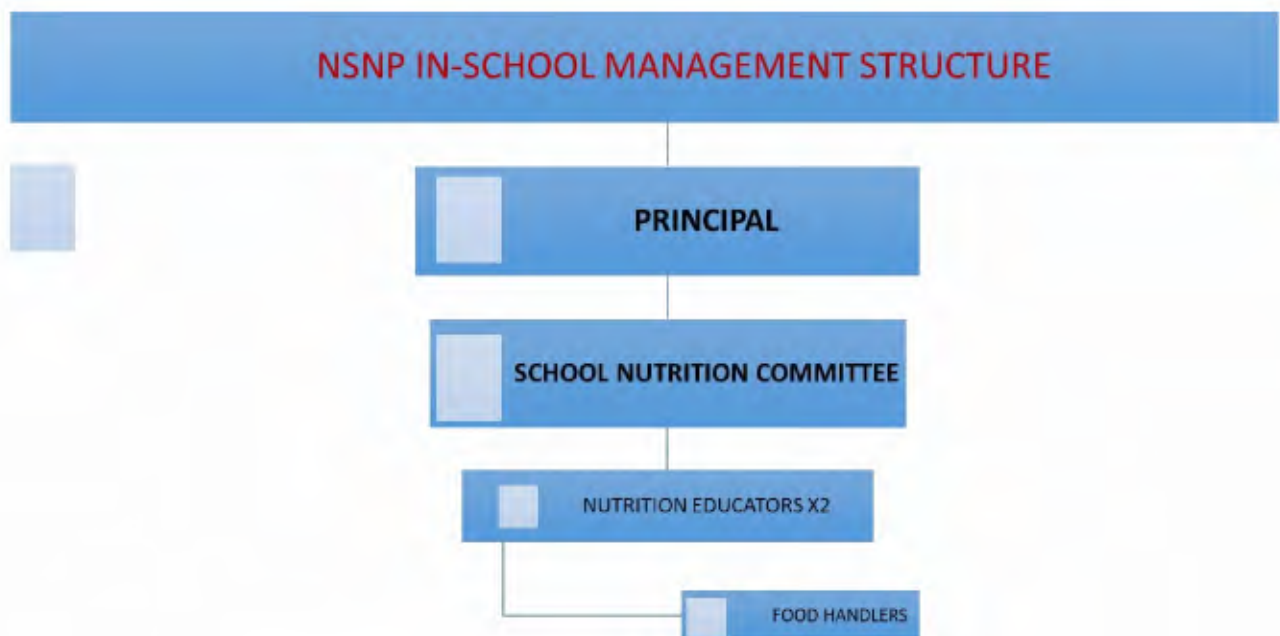


Diagram 8.4: NSNP In-school Management Structure

8.4.1 Roles, functions and responsibilities of schools

8.4.1.1 The school principal as an accounting officer in a school shall be responsible for the overall implementation and management of NSNP in a school.

8.4.1.2 The school principal assisted by the School Governing Body shall establish a School Nutrition Committee.

8.4.1.3 The school principal assisted by the SGB and SNC shall appoint food handlers into the NSNP.

8.4.1.4 The school principal shall second two (2) educators to NSNP for managing the feeding operation.

8.4.2 School Principal

8.4.2.1 The School Principal shall in respect of his/her responsibilities be expected to ensure the following amongst others, that:-

- a) The NSNP is properly implemented in line with the requirements as stipulated in this Policy.
- b) Needy learners in quintile 4 & 5 schools are appropriately targeted in line with this policy guideline to ensure maximum benefit of the programme within impoverished areas.
- c) Feeding of learners takes place in accordance with the NSNP feeding calendar.
- d) All learners in the school are fed balanced nutritious meals on time (i.e. by 10:00 o'clock) in line with the Conditional Grant Framework and as stipulated in this Policy.
- e) Menu prescribed by KZN-DOE is complied with at all times in the feeding of learners in the school.
- f) There is proper nutritious meal storage facility in the school.
- g) Nutritious meals for the learners are prepared in the clean and conducive environment.
- h) Safety and hygiene practices are observed at all times in the feeding of learners in the school.
- i) Safety measures are adhered to in the use of gas for meal preparation in the school as also stipulated in this Policy.
- j) Proper health and hygiene standards are adhered to by volunteer food handlers when preparing meal for the learners, and that they wear protective clothing at all-time whilst performing their assigned duties.
- k) Quality and sufficient quantities of food are served to learners in line with the set grams per learner per day.
- l) Mobilize partnerships around the support and improvement of the NSNP in the school. These partnerships shall include amongst others; business sector,

non-governmental organizations, government departments and the general community.

- m) Support the SGB and its School Nutrition Committee in ensuring the achievement of NSNP Objectives.
- n) Daily feeding registers are completed and that monthly statistical reports such as summary feeding registers and other required NSNP reports are submitted to the district office.

8.4.3 School Nutrition Committee

8.4.3.1 The School Nutrition Committee shall in respect of their responsibilities be expected to ensure the following amongst others, that:-

- a) Coordinate and oversee daily implementation of the programme at school.
- b) Work hand in hand and interact with the NSNP Educator at the school to ensure smooth running of the programme.
- c) Hold monthly meetings and report to the School Principal and the SGB about challenges and progress in the feeding programme.
- d) Assist in performing NSNP activities and day to day administration of the programme.
- e) The minimum composition of the NSNP Committees /Nutrition Committee shall be constituted in the following manner:
 - 2 x SGB Members(preferably the chairperson and treasurer)
 - 1 x Food handler
 - 2 x Contact Educators (i.e. educators responsible for NSNP and nutritious meal garden respectively)
 - 1 x SMT member involved in NSNP
- f) When appointing members of the NSNP Committee, due consideration shall be given to basic bookkeeping skills required for the positions of chairperson and treasurer.

8.4.4 Nutrition Educator

8.4.4.1 The Nutrition educator SHALL:

- a) Supervise the learners during feeding time and ensure required hygiene standards are kept at all times in the handling of nutritious meal by both the FH's and learners.
- b) Monitor the feeding of learners in the Class/dining rooms during feeding time.
- c) Complete and submit daily registers to the NSNP school coordinator and/or to NSNP Committee.
- d) Support NSNP Committees and offer innovative suggestions on how the programme may be improved.
- e) Ensure safe keeping of cooking equipment, utensils and nutritious meal stuff.

8.4.5 Food Handler

8.4.5.1 The School Governing Body (SGB) of the feeding school shall be responsible for identifying and appointment of the relevant person/s who shall work as Food Handler/s (FHs) to prepare meals for the learners in the school.

8.4.6 FHs shall be identified from amongst unemployed community members residing in close proximity of the community school location.

8.4.7 Notwithstanding point (b) above, FHs shall be the parents of learners who are currently enrolled at the school in which they will be expected to render services.

8.4.8 While the identifying and appointment of FHs shall be the responsibility of the SGB, the management and supervision of them shall rest with school principal thereof.

8.4.9 FHs shall be contracted for one financial year period, and the SGBs shall have the right to apply the principle of rotation to change FHs after the end of the contract period)

8.4.10 The number of appointed FHs per school shall be determined at the ratio of 1:200 in all feeding quintile 1, 2 & 3 schools and up to a maximum of eight (8) FHs per school.

- 8.4.11 In feeding quintile 4 & 5 schools, the ratio shall be fixed at one (1) FH irrespective of the enrolment of the school.
- 8.4.12 Where the enrolment of the school in respect of point (f) above is higher than 200 learners, the SGB shall take responsibility for the payment of extra food handler/s to accommodate the enrolment of the school.
- 8.4.13 Special schools which are on government subsidy and have employed full-time personnel including kitchen personnel, shall be excluded from appointing FHs for NSNP in line with this policy, and as such will not be allocated NSNP stipend/honorarium in terms of point (m) below of this paragraph.
- 8.4.14 FHs shall be expected to perform only those duties related to the preparation of food for the learners in NSNP, and as outlined in Annexure D of the duty list for food handlers
- 8.4.15 The SGB parent members who shall have an interest in working as FHs shall upon appointment be expected to surrender their positions as SGB members.
- 8.4.16 The SGB parent members who shall have an interest in respect of point (j) above shall be required to recuse themselves from the process of identifying and selecting suitable food handlers for their schools.
- 8.4.17 Each FH shall upon appointment be required to furnish the school with the copy of her/his South African identity document, and whereupon the FH does not possess an official ID book, she/he shall produce a signed and stamped letter from the local Inkosi/Induna and/or ward councillor attesting that FH is the true resident of the area of his/her jurisdiction.
- 8.4.18 Each appointed FH shall be entitled to a stipulated monthly stipend/honorarium that shall be reviewed every financial year as determined by the NSNP Conditional Grant Framework.
- 8.4.19 The SGB and the School Principal shall be expected ensure that FHs are equipped in basic food preparation skills, and that they attend FHs training organized by both the KZN-DOE and the National Department from time to time.
- 8.4.20 FHs shall be expected to wear protective clothing (i.e. apron and the complete covering of the hair) at all times when performing their duties, and adhere to

the health standards and proper hygiene practices when preparing food for the learners.

8.5 Expanded Public Works Programme

The department through its NSNP Directorate shall:

- 8.5.1 Register the NSNP with the EPWP.
- 8.5.2 Report quarterly to the Provincial EPWP coordinating department in the format prescribed.
- 8.5.3 Ensure that all Food Handlers are registered with EPWP and are properly contracted through an EPWP contract.

9 POLICY REVIEW DATE

This NSNP Policy shall be reviewed annually during the month of March with the reviewed policy taking effect on the 1st day of April every year.

10 REFERENCES/LEGISLATIVE MANDATES

This policy is informed inter alia, by the following legislative mandates and policies:

1. The Constitution of the Republic Of South Africa 1996.
2. International Children's Rights Charter.
3. National Education Policy Act 27 of 1996.
4. South African Schools Act 84 Of 1996 As Amended)
5. Employment of Educators' Act 76 of 1998 as Amended)
6. Basic Conditions of Employment Act 75 of 1997.
7. Public Finance Management Act 1 of 1999.
8. National and Provincial Treasury Regulations.
9. Promotion of Administrative Justice Act 3 of 2000.
10. South African Co-Operatives Act 14 of 2005.
11. South African Council of Educators Act of 1998.

12. The Division of Revenue Act & Grant Framework.
13. Preferential Procurement Policy Framework Act, 2000
(Act No. 5 of 2000), Preferential Procurement.
14. Agricultural Products Standards Act 119 of 1990.
15. Standards Act 29 of 1993.
16. Health Act 63 of 1977.
17. National Health Act 61 of 2003.
18. Occupational Health and Safety Act 85 of 1993.
19. Foodstuffs, Cosmetics & Disinfectants Act 54 of 1972.
20. The Code of Practice for Quality Management Systems Sabs 0157 Of 1979 As Amended)
21. Broad-Based Black Economic Empowerment Act, No.23 of 2003.
22. Broad-Based Black Economic Empowerment Amendment Bill 2011.

Other Policy Statements

1. NSNP Conditional Grant Framework Of 2013
2. Cabinet Resolution of 2002 In Relation To National School Nutrition Programme.
3. Kwazulu-Natal Department of Education Summit Declaration Of 2011.
4. Supply Chain Management Framework, Government Gazette No 25767 Of 05 December 2003
5. KZN Cabinet Legkgotla Resolutions of 19-21 February 2013

Signed:_____

Date:_____

Nkosinathi SP Sishi, PHD

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