

Vulamasango Child and Youth Care Centre Admission Policy



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Aim

This document is aimed at structuring the intake of children into the Vulamasango OVC. The criteria set hereunder shall be used as a guideline to ensure every case is treated without prejudice.

The information required from the Social Worker representing the child will be amended as the changes in the law governing the CYCC change, both internally and from the Department of Social Services.

Definitions

CYCC:	Child and Youth Care Centre
OVC:	Orphaned and Vulnerable Children (the housing component of the Vulamasango CYCC)
DCC:	Director Child Care
SW:	Social Worker
ESW:	Social Worker assigned by the Social Services Department
ISW:	Social Worker working for Vulamasango as part of staff
Pedagogical committee:	Comprises of the CEO, the Project Manager, the Director Childcare, a member from the childcare team, a member from medical care team and the social worker. This committee shall select a task team to review each case. The respective housemother in whose house the child would be placed would be part of the then selected interview panel.
Section 155 of Children's Act:	Decision of question whether child is in need of care and protection.
Section 156 of Children's Act:	Orders when child is found to be in need of care and protection
Section 171 of Children's Act:	Transfer of child in alternative care
Section 173 of Children's Act:	Removal of child already in alternative care
Court Section 159:	Duration and extension of orders
CPR:	Child Protection Register
Form 22 in terms of CPR:	Reporting of abuse or deliberate neglect of child
Form 23 in terms of CPR:	Reporting of abuse or deliberate neglect of child to Director-General

Criteria

The OVC shall be open to all orphaned and vulnerable children between the age of 0 to 18 years independent of gender, race or religious affiliation. We particularly aim to include HIV-positive children.

The children shall either be allocated to the project by the courts, in which case the applications shall be handed in through the respective ESW; or be taken in by Vulamasango directly, in which case Vulamasango shall register the children to the DSD.

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All new applications shall be communicated with the Management and in turn the Pedagogical Committee.

The allocation of spaces to prospective children shall be based on resources available at the time of application.

Placement of child by Social Services

Social Services shall make applications through a social worker assigned to a specific child. The SW shall then be the liaison between Vulamasango and the Social Services Department. The SW shall then fill in the Vulamasango Application Form. All applications shall be accompanied by the documentation listed below; this is as tabulated on the application cover page

- Social work report – family circumstances and functioning, reasons for removal from care, roles of significant others.
- School report – grade, process, languages of tuition, adjustment in school
- Full medical and health details, physical condition, mental state
- Any other information that should be taken into consideration
- Court orders, any additional legal information

Placement of Child by Vulamasango Full Time Placement

The Management Committee shall sit and discuss all possible intakes and make recommendations.

The Management Committee shall then have a discussion with the Pedagogical Committee, where a decision shall be made.

Upon acceptance of the child, a file with his/her information must be created and the respective child must then be registered to the social development.

The DCC/ISW shall be responsible for compiling the information listed above unless a different person has been delegated for the task.

Placement of Child by Vulamasango Temporary Placement

The same process as detailed above shall be followed in terms of deciding whether a child should be placed in temporary care within the OVC.

These will be children who; become homeless; are in immediate physical danger; need temporary accommodation due to a change in the living situation after being part of the Vulingoma Concert Tour.

Temporary placement shall mainly but not be limited to children who are part of the Vulamasango CYCC.

Upon deciding on the placement of the child, the Temporary Placement form must be filled in by the organisation and the parent with whom the arrangements have been made.

A file must then be created for the child with the IDP for the child.

A child may not be placed in temporary care for more than 6 months without a court order placing the child at the OVC, as per section 167 (c) (2) of the Children's Act 38 of 2005.

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Should the mitigating circumstances not change or not be favorable for the child to be placed back into the family, the case must be submitted to the children's court.

Initial screening

The pedagogical committee shall review all cases and make recommendations to the Management Committee, which shall make the final decision and shall have the deciding vote. In cases of a tie or where the committee cannot reach a consensus the CEO will make the final decision.

A letter shall be sent to the ESW applying on behalf of the child to notify them of the decision, in the case of external applications. Should the candidate be considered for acceptance, an interview shall be scheduled through the SW. In case of a child being placed by Vulamasango, an application shall be sent to the Social Services Department. An interview between the ESW and the child shall be organized and facilitated on the premises.

Interview

The applying social worker shall be present in all assessments to ensure that the child is treated well and the rights of the child are not infringed in anyway. The parents of the applicant or previous guardians if available shall also be invited to the interview to offer a better view into the behavior of the child. A letter with the decision shall be sent to the ESW.

The assessment shall always include:

An interview with the child

A question and answer session with the parents or guardians

A showing of the prospective house

A final discussion with the social worker

Admission

Should the child be given an offer of admission, the ESW shall upon receipt of the offer advise Vulamasango of all relevant court dates and the set date for the child to move in.

The pedagogical team shall be responsible for making sure that all members of staff are informed as needed. The children and youths in the house shall be informed and sensitized. All necessary documentation and basic needs for the child's arrival shall be prepared before arrival. The ISW and the respective housemother shall see to this and report to the DCC.

First Evaluation Form

The housemother shall be responsible for filling in the form at the end of the child's first month.

This form shall be used as a reference point in the child discussion meeting and in the review of the IDP

This form must be submitted to the DCC and filed in the child's respective file.

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School Placement

The organization we shall always strive to place children and youths in the best schools as possible to enable the children and youths to reach their full potential. We shall also seek good relations with schools that will be identified as first option for placing children.

- **Selection of Schools**

A child will be allowed to finish the year in their current school before being transferred to another school. In cases where this is not possible, a child will be found a replacement school amongst the schools on the list. A transfer letter and school reports must accompany the child's documents as per the Vulamasango Admission Policy. These will be used to place the child in the new school. Academic records and all additional notes shall be taken into consideration when placing the child.

- **Special skills**

Vulamasango will try to place the child in a school that will allow for the continuation of any skills learning as far as possible. This will always depend on the possibility of placing the child in the desired school. Should this not be available, the child will be placed in another school. This will be communicated with the external social worker

- **Language**

All children will be placed in English schools as far as possible. Those who change schools midyear shall be put in schools of the same language as far as possible. In cases where this is not possible the child shall be placed in a school deemed to be the best from those available.

Academic support

All young people shall receive help with their homework and assignments through the programs of the After School Care. The importance of the academic history shall be impressed upon the external social worker. Its shall be used in conjunction with the school reports

University/ College

Every young person shall be taken through career guidance through the After School Care. The Youth Facilitator shall guide the youth through the application process. The Project Manager shall see the registration of all youths leaving matric. The youths shall be encouraged to identify their strongest abilities chose between university and college. Every young person must apply for accommodation

Study fees

Vulamasango shall utilize all available resources to afford quality education for all its pupils. When the young people get to university, they shall be assisted with applying for funding to study. Should any young person not apply for funding and therefore no be able to study in the first year after completion of high school, Vulamasango shall not be liable for payment of the tertiary study fees, even if the child is still a resident within the OVC. The child shall however be assisted with applying further for internships and other placements to afford them a chance to apply for the next year of study. Accommodation during this time shall not however be automatic unless the child meets the requirements set under exceptions.

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Child information file

All admission documents must be made available/submitted before the child moves in. The house unit should be prepared with all tagging, bedding and dialogues with current residents.

The resident social worker/ DCC shall prepare a file for the child and include all data already received.

The following shall be a checklist on admission of the child to the CYCC and shall be adapted to changes as deemed necessary.

- Detention order(s) and / or Children's court order(s) in terms of section 155/156/171/173 of the Children's Act 38 of 2005.
- Children's court and latest section 159 or other statutory reports as applicable
- Medical reports and history: allergies, medication, illnesses, trauma(s) etc.
- School reports and transfer documents
- Identity documents and/or birth certificates with ID numbers
- Immunization cards – children 10 years and younger
- Copy of form 22/23 in terms of the CPR if applicable
- Plan regarding the unification services by the external social worker
- All relevant information that can have an influence in the child's functioning
- Home and postal address of parents, their phone numbers and contact information of other family members
- Reference numbers to all court information and departmental service points

This information shall then form the base of the developmental plan for the child