

## SCHEDULE C

At our school we have established a School Support System which forms part of our school policy.

The aim is to identify children who experience difficulties on an emotional, physical or social level for example: trauma, emotional, general behaviour, sexual behaviour, inter-personal, learning, medical or speech problems.

### **A. Referral procedure:**

1. The parent or teacher identifies the need.
2. An interview between the principal, teacher involved and the parent/s.
3. Parent/s will be asked to make an appointment with a suitably qualified professional e.g. Medical practitioner, Speech therapist, Occupational therapist, Child psychologist, Social worker.
4. The parent/s should notify the school of the appointment date as soon as possible.
5. Should the parent/s not respond to the schools request for interview the school will send a letter to the parent/s, informing them that they have 7 days in which to attend a meeting with the principal and teacher/s involved. Failure to do so will result in the following procedure:
  - 5.1 If a reasonable suspicion exists that the child could be a "child in need of care" as indicated in the Child care Act and the parent/s failed to respond to reasonable requests from the school to attend to the child's needs, the school will be obliged to refer such cases to a social worker and/or welfare organization for further investigation
  - 5.2 If the case is not serious, the school will refer to PROCARE (A national association of social workers and related professionals in private practice) first. The PROCARE social worker will contact the parents

and give them the opportunity to address the needs/problems of the child through private assessment and/or counseling. The process will be treated confidentially and will not be disclosed to the school. The only feedback given to the school will be that the appointment was made and that services will be rendered by PROCARE. A Welfare organization or the relevant authorities will then only be contacted if the PROCARE social worker could establish that the child is a "child in need of care" and could not resolve the situation with counseling.

5.3 The Child Care amendment Act, Act No. 96 of 1996, Section 5 © states that a "child in need of care" is a child that:

- (i) has been abandoned or is without visible means of support;
- (ii) displays behaviour which cannot be controlled by his or her parent or the person in whose custody he or she is;
- (iii) lives in circumstances likely to cause or conduce to his or her seduction, abduction or sexual exploitation;
- (iv) lives in or is exposed to circumstances which may seriously harm the physical, mental or social wellbeing of the child;
- (v) is in a state of physical or mental neglect; has been physically, emotionally or sexually abused or ill-treated by his or her parent or guardian or the person in whose custody he or she is; or
- (vi) is being maintained in contravention of section 10;

Section 15 of the Act states:

- (1) Notwithstanding the provision of any other law, every dentist, medical practitioner, nurse or social worker **or teacher**, or any person employed by or managing a children's home, place of care or shelter, who examines, attends or deals with any child in circumstances giving rise to the suspicion that the child has been ill-treated, or suffers from an injury, single or multiple, the cause of which probably might

have been deliberate, or suffers from a nutritional deficiency disease, shall immediately notify the Director-General or any officer designated by him or her for the purposes of this section"

6. We would like to take care of your child to the best of our ability and would therefore request parent/s to provide us with a written response from the professional concerned. This report should not contain privileged information, but should merely provide the school with necessary information to be able to help/assist the child in the school environment.
7. Failure to adhere to the above procedure or any other reasonable requests of the school to attend to a child's needs/problems (whether it is perceived as being serious or not), could result in the school terminating the Service Agreement between the school and the parent/guardian with immediate effect.

I, ..... parent/guardian of  
..... (Name of child/children)  
hereby confirm that I have read and understood the information above  
and I am willing to adhere to it.

THUS DONE AND SIGNED AT \_\_\_\_\_ on the  
\_\_\_\_\_ Day of \_\_\_\_\_ 201

AS WITNESSES

1. \_\_\_\_\_

2. \_\_\_\_\_

\_\_\_\_\_  
For and on behalf of the Parents/Guardian

AS WITNESSES

1. \_\_\_\_\_

2. \_\_\_\_\_

\_\_\_\_\_  
For and on behalf of the School