** Hout Bay Forum Meeting Minutes**

 **9th March 2020**

**@ Hout Bay SAPS**

**10:00-12:00**

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**PRESENT:** Pholekwa Njara (Hout Bay SAPS- Social Crimes), Xolile Mashele (Hout Bay SAPS), Tjarla Norton, Jeanine Swile (DSD Supervisor), Vic Sawyer (Cape Coast Properties), Jana Seinmann (James House), Salman Siyanda (Hout Bay SAPS), Shelli Marx (SHAWCO), Liz Huckle (Lions Club), Samuel Siegers (WCED Safe Schools), Andre Morgan (WCED), Vicki Sheffel (Eyethu), Nomfundo Hashila (WFRYI) , Luyanda Mqwethu (WFRYI), Portia Nkomana (WFRYI), Janice King (WCSCF), Colleen Brookes-Gain (WCSCF).

**APOLOGIES:**  None

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| **AGENDA TOPIC** | **DISCUSSION** | **ACTION TO BE TAKEN** |
| 1. **WELCOME and INTRODUCTIONS**

. | Janice welcomed everyone and introductions went around the room.Janice briefly highlighted the importance and benefits of intersectoral collaboration: * Gaps in service provision identified
* Enables organisations to focus on their primary role and responsibilities
* Stops replication
* Responsibility is placed where it belongs
* Increases capacity and resources of the whole sector
* New initiatives launched to address needs
* Common voice and vision without interfering in independence of any one organisation.
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| 1. **DSD – feedback since last meeting**
 | DSD has 2 Designated Social workers in Hout Bay - Sithemba & Tamlyn (Intake). Regarding the” offered” office space, this was not followed up or utilized by DSD. JS did not know why. JS says that the process with Public Works (as it has been for some time.) | JK to speak to Imelda about this. JK to speak to Dr Corrie regarding a CYCW for Houtbay. (although this is unlikely) |
| 1. **COLLABORATION**

The purpose is building a networkIn order to effectively collaborate, we need to understand each of our Roles. | **James House.** Their services include early intervention, feeding program, Isibindi afterschool programs at Moravian, Sentinel and Hout Bay high. They are non-residential, working in the schools and with the families doing home visits. Being at the schools allows them to see all the things that’s going on there. They wanted to know whether Safer schools are being notified of situations at these schools. Safe schools said it seemed as if the schools were bypassing the system altogether. **Safe Schools**Each and every complaint, enquiry, or query sent to Safe Schools Call Centre is logged and then passed on to the relevant person, office, Department, etc for follow up. But if they are not told, then they cannot do anything for the child. **0800 45 46 47 is** the number for the **Safe Schools Call Centre**. | James House to compile a list of children who have dropped out of schools - send on to Safe Schools and build a relationship/collaborate with them**.** James House to liaises with DSD as well.Call the Safe Schools Call Centre where all your questions will be answered. |
| 1. **SIAS Process**
 | **Janice spoke on SIAS.****The Screening, Identification, Assessment and Support Policy** The SIAS policy is aimed at improving access to quality education for: ● Vulnerable learners who experience barriers to learning, including learners in ordinary and special schools. Barriers may include family disruption, language, the impact of poverty, learning difficulties, disability, large classes and an inflexible curriculum. ● Children who are of compulsory school-going age and youth who may be out of school or have never enrolled in a school due to their disability or other barriers to access. The policy includes a protocol as well as a set of official forms to be used by teachers, School Based Support Teams (SBST) and District Based Support Teams (DBST). **Important information:*** **There are currently 154 FULL-SERVICE SCHOOLS in the Western Cape**
* **There are 601 Learning Support Teachers**
* **72 Special Schools**
* **64 Circuits**
* **When looking for placement at a school, DO NOT approach the school principal. Instead, approach the District Office for that area.**
* **Schools MUST use the SIAS Process (Referral Pathways)**
* **Every child who is PROMOTED to another grade, MUST have support (ISP).**
* **Principals may NOT expel learners – Only the WCED HOD may do so. Principals can only recommend.**
* **NGO’s who wish to offer learner support programs at schools must contact the District office in that area with a view to partnering.**
* **A learner who suffers sexual abuse/rape does NOT need the *SIAS process* but the *Abuse No More Protocol*.**
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| 1. **New Circular on Admissions to Schools without ID Docs, etc**
 | This Circular will be attached with these minutes. Basically, a child will be registered provisionally if they lack documents. The parents must supply school with an afadavit and make all necessary applications. They must then be given reasonable time to submit them, extended to 3mo, 6 months, to a year in the Circular. The onus is placed on the WCED connecting with the Dept of Home Affairs in cases where the parents have applied but documents are not forthcoming. * This is an incredible new allowance, which we must take advantage of for the kids who are not in school.
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| Questions re special needs children: | * Hout Bay doesn’t have a special needs school. NGO’s have pre-school children displaying special needs. Does ECD fall under WCED and where would a special needs child go?
* NB: SHAWCO assesses children and refers them to the OT at Victoria Hospital who then does a further assessment and thereafter the primary school child is bussed in to ELSEN. Perhaps this info can be included in a Community Awareness Drive - Make pamphlets to create awareness of the functions of SHAWCO.
* How does one make a community aware when a child is a special needs child?
* What kind of learner is referred to Safe schools?
	+ Any kind of learner, as assessments are done to see which program would fit that learner.
 | Tjarla offered to make the pamphlets. It would be great to invite SLASH or Sarah Hendrick(WCED)Once again, It’s Imperative that Safe schools Call-Centre be contacted. Safe School have limited budgets and limited tenders and if calls are coming to the Safer Schools call Centre, then it **highlights where** the tender must be sent. We also need more service providers who are registered. |
| 1. **NETWORKING**
 | **Safe space**Tjarla is busy networking /looking at renting a much-needed safe space and Hout Bay Partnership is keen to collaborate.Little Breaks has a safe house.There are **6 willing foster parents** who filled in the forms but then nothing happened thereafter.**Clicks** offers birth control clinics every Thursday | Tjarla to set up meeting with Hout Bay Partnership.. |
| 1. **REFERRAL PATHWAYS & PROTOCOLS**
 | DSD after hours are available from 4pm – 7am. They have 2 people on duty.The procedure is to first call SAPS who activates the after-hours number.SAPS then call the Designated Social Worker. The downside of this is that it can take very long.Netcare 24 will do rape case for FREE (Tjarla took a minor to Tokai Melomed). However; you can only take a child for medical care if a parent is with you or you have the parents’ permission. It would be prudent to have signed permission forms from parents at your organisation in the event of medical care required for the child.With regard to the rape of a minor or pregnancy from the rapist; DSD usually calls in FCS who does an informal assessment. | Jeanine offered that emails can be sent to her with all info regarding a child and the issue.**SAPS** to give the FCS Warrant Officers contact details to **Janice.** **FCS will be invited to present at our next meeting.** |
| 1. **POLICE CLEARANCES**
 | Are there any community meetings where the topics of Netcare, The SIAS Process, Police Clearance and the vetting and screening including sports clubs can be discussed?* Nomfundo, Portia and 1 other woman from the Women’s Forum in Hout Bay, works closely with Hout Bays NHW.

They also have 2 women inside and outside of Silikamva School.Safe Schools says that Principals expect the NGO’s to have been screened and vetted before they come to the schools.SAPS feedback on screening is usually very slow resulting in delays as NGO’s then can’t go ahead with their prescribed programs.DSD works with NGO’s who are screened.NB: Forms 29 and 30 MUST also be applied.  | Janice to set up a meeting with Portia.Samuel to speak to SAPS to expedite the feedback.Janice to send Forms 29 & 30 |
| 1. **VIEW ON THE STREET**
 | + - 15 children at the harbour. DSD Social Worker should be working with these children.SAPS keep the children at the Police Station and their parents need to come fetch them.NB: Children in conflict with the Law has a Probation Team to deal with them. However, until they turn 18, they are still called children. Criminals are aware of this and exploits this to their advantage.Until a child murders, which is a serious crime, the court will see all their other offences as petty crimes.We should consider getting a group together and get their parents to a meeting.Since many of these children are out of school, how and where do they get assessed? | Jeanine will do follow up on them.To have the children assessed, contact the WCED District office – WCED Social Workers – list will be included with these minutes. |
| 1. **GANG FIGHTS**
 | Gangs fights erupt with alarming regularity at the schools. Fights usually start on a Monday – then SAPS is called in to sort it out. The following week the fight erupts again. Lately its more and more about territory and escalates from the classroom to the grounds and often outside the school.Safe schools say they need as many role players as possible to collaborate and communicate these events.It’s suggested that maybe a DIALOGUE should be had, to hear the children’s stories.It was suggested to invite Pastor Burt who runs this kind of program to our next meeting.We need to invite the Principals of these schools to our Meetings.**Refugee Children:**There was a picket with regards to the huge numbers of children at schools.100’s of children are out of school. | Call the Safe schools Call Centre whenever there’s a fight at school. You can request metal detectors.James House to liaise with Safe school via the Call Centre regarding a questionnaire about the code of conduct and criminal activities.**Tjarla to invite Pastor Burt to the next meeting.** |
| 1. **Other**
 | We need a bigger meeting space.  | Colleen to source the Hout Bay Library Hall. |
| 1. **NEXT MEETING:**
 | **6th April – 11am -13:30pm** Meeting was postponed due to COVID-19. Until Lockdown is over, we can communicate through Emails and phone calls. |  |

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