

CLEARANCE CERTIFICATES IN TERMS OF PART B OF THE NATIONAL PROTECTION REGISTER

Why is form 29 important and how to fill it in:

The National Children's Act require staff members working with children to be "fit and proper" in relation to child care. Most importantly, they must not have any criminal record for child abuse, child exploitation or any other crime against children. One of the ways you can show that you and your staff members are fit and proper, is to provide evidence that your names do not appear on a register kept by The Department of Social Development (DSD) of people who have been declared unfit to work with children.

Every member of staff, whether permanently employed or on volunteer basis, must have a clearance certificate from DSD, even those who don't work directly with the children, such as gardeners or security guards. If your centre has a management committee, you also need to submit clearance certificates for its members.

The chairperson of the management committee or owner of the ECD centre must complete two forms. **Form 29** (see attached) and **Form 30** (see attached).

Form 29

This should be completed and submitted for each staff member working at the centre and each committee member if applicable. This form requests that an inquiry be made to find out if your staff and committee members' names appear on the National Child Protection Register. Here's some help with the form and the supporting documentation:

- In the top section, **"I" is the name of the chairperson of the management committee/owner of the ECD centre.**
- In Section 1 (**"Employee's details"**), **enter the details of the employee or other committee member** for whom you're requesting clearance. A separate form should be completed and submitted for every staff and committee member.
- In Section 2 (**"Details of employer"**), **fill in the name of the owner of the centre or that of the NPO** and supply the relevant contact details.
- With each form you submit, you need to attach a certified copy of your identification document (owner of the centre or chairperson of the committee), as well as for each staff member for whom you're applying. Identity documents, passports or birth certificates are all acceptable documents.

Form 30

You should also complete and submit Form 30 (see attached) for yourself (as owner or chairperson), on your own behalf.

- In the top section of the form, **"I" is your name.**
- All the other details are also yours.
- Attach a certified copy of your identity document or passport.

Completed forms must be sent to:

**The Director-General
Department of Social Development
Private Bag X901
PRETORIA
0001**

NB: You don't need to wait for the clearance certificates to arrive before you apply to register your centre as a partial care facility. Just include proof that you have applied for these certificates, which means:

- Copies of all the completed forms.
- Copies of all ID documents.
- Postage receipts.