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GENERAL NOTICE

NOTICE 152 OF 2015

INVITATION FOR PUBLIC COMMENTS BY THE DEPARTMENT OF SOCIAL DEVELOPMENT: DRAFT REGULATIONS UNDER SECTION 43(3) OF THE PREVENTION AND COMBATING OF TRAFFICKING IN PERSONS ACT (ACT NO. 7 OF 2013)

The Department of Social Development invites interested parties to submit written comments on the proposed draft regulations to –

The Director-General: Social Development (for Attention: Mr Mpho Ratshisusu)

Private Bag X 901

PRETORIA

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or via fax to fax number: 012 312 7210 or e-mail to Mphora@dsd.gov.za on or before 06/04/2015

Copies of the draft regulations may be obtained from the Government Printer in Pretoria or from Mr Mpho Ratshisusu, Room 639, 6th Floor, HSRC Building 134 Pretorius Street, PRETORIA tel: 012 312 7190

GOVERNMENT NOTICE**DEPARTMENT OF SOCIAL DEVELOPMENT****REGULATIONS UNDER SECTION 43(3) OF THE PREVENTION AND
COMBATING OF TRAFFICKING IN PERSONS ACT (ACT NO. 7 OF 2013)**

No. R.....

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The Minister of Social Development has, under section 43(3) of the Prevention and Combating of Trafficking in Persons Act, 2013 (Act No. 7 of 2013), made the regulations in the Schedule.

SCHEDULE**Definitions**

1. In these regulations, any word or expression to which a meaning has been assigned in the Act shall bear the meaning so assigned and, unless the context indicates otherwise —

“**designated social worker**” has the meaning ascribed to it in section 1 of the Children’s Act, 2005 (Act No. 38 of 2005), and includes the social worker appointed to handle the case of the particular victim of trafficking;

“**Director-General**” means the Director-General of the Department responsible for the administration of social development;

“**Minister**” means the cabinet member responsible for the administration of social development.

Assessment of a child suspected of being a victim of trafficking

2 (1) A provincial department of social development must ensure that an assessment is made whether a child referred to in section 18(5) of the Act is a victim of trafficking, after taking into account the information received from the South African Police Service as set out in a notification in terms of section 110(4) or 152(3) of the Children’s Act.

(2) A provincial department of social development, receiving a child transferred by a police official in terms of section 18(4) or who has been referred by the prosecution in terms of section 22(2)(b) or who has been identified upon entry to the Republic in terms of section 33(b)(iv) of the Act, must —

- (a) complete the details of the child victim in a dedicated register that corresponds substantially with Form 1 in Annexure A;
- (b) enter the details of the police official reporting the victim in a dedicated register;
- (c) make an assessment of the report as provided for in section 110(5) of the Children’s Act;
- (d) consider the presence of indicators of abuse contained in the Broad Risk Assessment Framework as provided for in regulation 35 of the General Regulations Regarding Children, 2010, to guide decision-making in provision of designated child protection services.

(3) If the child is suspected of being a victim of trafficking, the provincial department of social development must refer the child to a designated social worker to conduct the investigation to establish whether or not the child is a victim of trafficking and in need of care and protection in terms of section 150 of the Children's Act.

(4) The designated social worker must, in his or her investigation contemplated in sub regulation 3—

- (a) establish the facts surrounding the circumstances giving rise to the child being trafficked;
- (b) where the child's guardian or parent is identified, immediately notify such guardian or parent of the child victim, subject to considerations of safety and security of the child;
- (c) if possible, evaluate the child's parental circumstances including parental characteristics, mental stability, maturity, physical or emotional impairment, substance abuse, capabilities, temperament, employment status, level of support given to the child;
- (d) if possible, evaluate the child's family circumstances, including family violence, inappropriate discipline, dependency, marital stress;
- (e) evaluate the child's environmental circumstances, including poverty, homelessness, isolation, mobility of the parents;
- (f) identify the level of risk that the child may be exposed to;
- (g) identify actual and potential protective and supportive factors in the home and broader environment to minimise risk to the child; and

(h) decide on the appropriate protective measures or intervention as provided for in the Act.

(5) The designated social worker referred to in regulation 4 must, based on the assessment and investigation, compile a report to be presented before the Children's Court within 90 days of investigation.

(6) The Children's Court must make a determination on whether the child is in need of care and protection and issue an order placing a child in care within the Republic for the duration of the court order and a copy of the said order must be handed to the investigating police official and the prosecutor dealing with the matter.

Assessment of whether an adult person is a victim of trafficking

3. A provincial department of social development must ensure that a social worker makes an assessment whether an adult person referred to in section 19(5) of the Act is a victim of trafficking, after taking into account the information received from the South African Police Service set out in a referral form that corresponds substantially with Form 2 in Annexure A by completing the assessment tool in a form that corresponds substantially with Form 3 in Annexure A.

Letter of recognition to be issued to an adult person who has been found to be a victim of trafficking

4. (1) The provincial head must issue a letter of recognition in terms of section 19(10) of the Act in a form that corresponds substantially with Form 4 in Annexure A.
- (2) The provincial department of social development must ensure that the letter of recognition is handed to the victim, and copies thereof handed to the investigating police official and prosecutor in the case.

Withdrawal of letter of recognition

5. (1) A provincial head must, if he or she intends to withdraw a letter of recognition as provided for in section 19(11) of the Act, forthwith in writing advise the victim of trafficking to whom the letter of recognition has been issued—

(a) of such intention and provide reasons for the intended withdrawal;
and

(b) that the victim may submit representations to him or her, in writing, within 14 days of receipt of the letter by the provincial head of his or her intention to withdraw the letter of recognition.

(2) A copy of the letter of intention to withdraw the letter of recognition must, within 24 hours of issue to the victim of trafficking, be handed to the accredited organisation and investigating police official, who may submit representations to the provincial head within 14 days of receipt of such a letter.

(3) The provincial head must within 14 days after the expiry of the 14 day period referred to in sub regulation (2), take a decision regarding the withdrawal of the letter of recognition and advise the victim, accredited organisation and

investigating police official in writing of his or her decision and provide reasons for such decision.

Appeals against decision of provincial head

6. (1) A person affected by the decision of the provincial head regarding the non-issue or withdrawal of a letter of recognition as provided for in section 20(1) of the Act and who wishes to lodge an appeal against that decision, must within 14 days of receipt of the decision, lodge an appeal in terms of section 20(1)(b) of the Act in a form that corresponds substantially with Form 5 in Annexure A.

(2) An appeal referred to in sub regulation (1)—

(a) must be lodged with the MEC of the province within which such decision was made;

(b) may be delivered by hand, post, fax or electronic mail and should there be a dispute regarding the delivery of such an appeal, the appellant will be required to produce proof of delivery of the appeal;

(c) must be accompanied by the documents required in Form 5 in Annexure A; and

(3) When lodging an appeal as provided for in sub regulation (1), such a person or a person acting on his or her behalf must also include a copy of the written reasons furnished by the provincial head for such decision.

(4) The MEC of the province within which the appeal is lodged must, within 30 days upon receipt of the person's appeal, confirm or vary or set aside that decision.

(5) In dealing with the appeal provided for in sub regulation (1), the MEC may require further information from the provincial head, victim, accredited organisation or investigating police official when considering such an appeal.

(6) The MEC must, within 14 days of his or her decision contemplated in sub regulation (4), communicate in writing, with the person who lodged the appeal, of his or her decision and provide reasons for such decision.

Application for condonation for late appeal

7. (1) The MEC may, on good cause shown, condone the late application, for an appeal contemplated in regulation 6(1),

(2) In deciding whether good cause has been shown for condonation, the MEC must take the following factors into consideration:

(a) the reason for the delay;

(b) whether it is in the interests of justice that condonation be granted; and

(c) if there are reasonable prospects of success.

(3) An application for condonation provided for in sub regulation (1) must be in a form that corresponds substantially with Form 6 in Annexure A.

Referral of illegal foreigner to Department of Home Affairs

8. (1) The provincial department of social development must as provided for in section 20 (3) of the Act notify the Department of Home Affairs, within five (5)

working days after the expiry of 14 days within which a person may lodge an appeal or if the appeal is unsuccessful, of the referral of the illegal foreigner.

(2) The notification referred to in sub regulation (1) must be done in writing to the Department of Home Affairs and must contain the following:

(a) the full names of the person affected by the decision; and

(b) the decision by the provincial head and the reasons thereto.

(3) The Department of Home Affairs must inform the provincial department of social development of the particulars and the whereabouts of the illegal foreigner referred to in sub regulation (1)-

(4) In the event the appeal not being successful or the person fails to appeal within the required time period, the provincial head of the department of social development must write to Department of Home Affairs to deal with the person in terms of the Immigration Act.

Application for accreditation of organisation to provide services to adult victims of trafficking

9 (1) Subject to the provisions of sub regulation (2), an application for the accreditation of an organisation to provide services to adult victims of trafficking must be lodged with the provincial head of the province within which the organisation is situated in a form that corresponds substantially with Form 7 in Annexure A.

(2) The provincial head must require the following information when considering the application referred to in sub regulation (1):

- (a) The proposed process of screening, admission, care and support of an adult person—
 - (i) suspected of being a victim of trafficking;
 - (ii) to whom a letter of recognition has been issued; or
 - (iii) as contemplated in section 19(12) of the Act;
- (b) what programs the organisation offer which is aimed at the—
 - (i) provision of accommodation to adult victims of trafficking;
 - (ii) provision of counseling to adult victims of trafficking;
 - (iii) reintegration of adult victims of trafficking into their families and communities;
 - (iv) provision of rehabilitation and therapeutic services to adult victims of trafficking; and
 - (v) provision of education and skills development training to adult victims of trafficking;
- (c) what programmes are offered by the organisation to a child in the care of a victim of trafficking, as provided for in 26(3) of the Act, which must include, at a minimum, a programme aimed at the reception, care and development of that child;
- (d) evidence that the organisation and the facilities therein are accessible in accordance with the norms and minimum standards as outlined in Annexure B;
- (e) evidence that the safety and protective environment of the organisation, health care and support, and recreational facilities of

the organisation meet the norms and minimum standards as provided for in Annexure B;

(f) evidence that the organisation complies with the norms and minimum standards to accommodate victims as provided for in Annexure B;

(g) evidence that the organisation has the ability to provide a safe environment for children; proper care for sick children; and safe storage of anything that may be harmful to children.

(3) The provincial head may, upon receipt of an application referred to in sub regulation (1) request such other information as he or she may deem necessary for the finalisation of the application.

(4) (a) The provincial head must in writing, direct any official employed by the department, to conduct an inspection of the organisation prior to accreditation in order to ensure compliance with the norms and minimum standards as provided for in Annexure B and to submit a written report on the outcome of the inspection to the provincial head within fourteen (14) days of such inspection.

(b) Wherever possible, the official conducting the inspection must be accompanied by, a health care provider who is an employee of the Department of Health assigned with the responsibility to inspect facilities for compliance with health services.

(5) The provincial head must within fourteen (14) days after receipt of the report referred to in sub regulation (4)(a), submit the application form, all supporting documents and his or her recommendation to the Director-General, who

must consider the application within thirty (30) days of receipt of the documents.

- (6) If the Director-General approves the application, a certificate of accreditation that corresponds substantially with Form 8 in Annexure A, must be signed by the Director-General and handed to the accredited organisation.
- (7) If the Director-General does not approve the application, he or she must in writing advise the organisation in question and provide reasons for his or her decision.
- (8) The original accreditation certificate must be—
 - (a) displayed in a prominent place clearly visible to the public on the premises and the residence of the organisation; and
 - (b) maintained in such a state that it can be produced undamaged and in a legible condition.
- (9) The accredited organisation must at least six months before the expiry of the certificate of accreditation, submit an application for the renewal of its accreditation on a form that corresponds substantially with Form 9 in Annexure A, where after the provisions of this regulation apply.
- (10) An accredited organisation must be visited, monitored and evaluated annually by officials from the Department of Social Development responsible for the accreditation of organisations to ensure continuous compliance with the norms and minimum standards as provided for in Annexure B.

- (11) The provincial department of social development must annually submit a list of accredited organisations to the National Department of Social Development.

Arrangements prior to closure of or withdrawal of services by accredited organisation

10. (1) The manager of an accredited organisation who intends to close an accredited organisation or to withdraw from providing services to victims of trafficking, must notify the provincial department of social development at least three months in advance, and in a form that substantially correspond with Form 10 in Annexure A, of his or her intention to close that organisation or to withdraw from providing services to victims of trafficking, in order to allow the department of social development to find an alternative accredited organisation to provide the required services to the victims of trafficking.
- (2) The manager of the accredited organisation must together with the notification referred to in sub regulation (1) furnish the provincial department of social development with details regarding when he intends to cease to operate to provide sufficient time to the provincial head to find suitable place in terms of regulation 10(3).
- (3) The provincial head must upon receipt of the notice referred to in sub regulation (1), acknowledge receipt in a form that corresponds substantially with Form 11 in Annexure A and must consult with other accredited organisations in the same province to make arrangements for the continued accommodation of the victims involved.

- (4) The Director-General must, upon the written request of the provincial head withdraw the certificate on the date the organisation is closed or withdraws its services.

Removal of accredited organisation

11. (1) If the provincial head has reason to believe that, after an accredited organisation has been issued with a certificate of accreditation—

- (a) it is necessary to eliminate the risk of harm, abuse, health hazard or death of victims of trafficking; or
- (b) the accredited organisation no longer complies with the norms and minimum standards as provided for in Annexure B, and after having given that organisation a reasonable period to rectify the conditions at that organisation or to comply with such norms and standards, he or she may give that organisation written notice of one month of his or her intention to remove it from the accreditation register.

- (2) The accredited organisation may submit written representations to the provincial head within 14 days of receipt of the notification referred to in sub regulation (1).

- (3) The provincial head must submit all supporting documents regarding the intended removal of an accredited organisation, together with his or her recommendation to the Director-General within 14 days after the expiry of the 14 day-period referred to in sub regulation (2).

(4) The Director-General must within 14 days of receipt of the documents referred to in sub regulation (3), take a decision regarding the removal of the accredited organisation and in writing advise the accredited organisation of such decision and the reasons for the decision.

(5) The Director-General may upon the recommendation of the provincial head, immediately remove the organisation from the accreditation register if extraordinary circumstances necessitate such immediate removal.

(6) The accredited organisation in question must immediately after having been advised that it has been removed from the accreditation register, hand over its certificate of accreditation to the provincial head.

12. Admission of victim of trafficking to accredited organisation

(1) The following information must be shared with the victim by the manager of the accredited organisation:

- (a) Security measures and the victim's role and responsibility to protect the other victims at the organisation;
- (b) house rules of such organisation which must contain information about the organisation such as:
 - (i) levels of services provided;
 - (ii) services rendered by such organisation;
 - (ii) type of accommodation;
 - (iii) types of other services to be provided such as meals, clothes, toiletries, nursing services, laundry services, bed linen and towels and cleaning services.

- (c) a copy of the weekly programme; and
 - (d) a copy of the complaints procedure.
- (2) The manager of the accredited organisation must notify the provincial department of social development of the admission of a victim of trafficking within 48 hours of such admission.
- (3) An accredited organisation which provides care and accommodates a victim, must keep a comprehensive record of each victim, and which must contain the following information-
- (a) the names and surname and identity number of the victim ;
 - (b) the residential address and contact numbers of the victim before being accommodated as well as the country of origin;
 - (c) the medical condition of the victim;
 - (d) particulars and details of medical treatment of such victim;
 - (e) details of hospitals, clinics and medical practitioners attending to the victim;
 - (f) particulars of next of kin or other relatives of the victim;
 - (g) details of the referral person or agency; and
 - (h) details on the case as observed and experienced by the referral person or agency.

Financial assistance to accredited organisations

13 (a) An accredited organisation may apply to the provincial department of social development for financial assistance as provided for in section 24(2)(b) of the Act.

(b) The application will be considered subject to, the availability of funds, and the policy on financial awards to nonprofit organisation of the provincial department of social development taking into account the following circumstances:

(i) if the organisation can demonstrate through the submission of a business plan that they require funding to provide for services to victims of trafficking and failure to obtain such funding may lead to financial strain to the organisation;

(ii) upon submission of a cash flow projection for a period of three (3) years; and

(iii) upon submission of a plan referred to in regulation 17.

(2) When making an application in terms of sub regulation (1), an accredited organisation must, provide the following details:

(a) The particulars of the accredited organisation;

(b) the physical and postal address of the accredited organisation;

(c) the type of programmes and services in the accredited organisation in respect of which the application is made;

(d) the number of male and female adults that will be accommodated in the accredited organisation in respect of which the application is made;

- (e) the number of male and female children accompanying an adult victim that will be accommodated in the accredited organisation in respect of which the application is made;
 - (f) the qualifications, skills and experience of the staff employed to provide care to different types of victims in the accredited organisation; and
 - (g) a description of the contents of the programmes and services to be offered, including the aims and objectives.
- (3) An application referred to in subregulation (1) must be accompanied by the following additional documents:
- (a) A costed business plan containing—
 - (i) the business hours of the accredited organisation;
 - (ii) the organisational structure;
 - (iii) the fee structure;
 - (iv) the daily programme for nine weeks;
 - (v) the staff composition and contact details;
 - (vi) the disciplinary policy;
 - (vii) the weekly food menu;
 - (b) the constitution of the accredited organisation which must contain the following information:
 - (i) the name of the organisation;
 - (ii) the types of programmes and services to be provided;
 - (iii) the composition, powers, duties and contact details of the management of the organisation;

- (iv) the powers, obligations and undertaking of management to delegate all authority with regard to care, behavior management and development of victims in the organisation, where applicable;
 - (v) the procedure for amending the constitution; and
 - (vi) a commitment from the management to ensure compliance with the norms and minimum standards provided for in Annexure B for providing services to victims of trafficking;
- (c) an original copy of the approved building plans or a copy of the building plans that have been submitted for approval if the approval of the building plans is still under consideration;
- (d) an emergency plan;
- (e) clearance certificates to the effect that the names of the organisation and staff members working in the organisation and the name of any employee do not appear in Part B of the National Child Protection Register or the National Register for Sex Offenders issued by the Director-General and the Director-General: Justice and Constitutional Development, respectively; and
- (f) a health certificate issued by the local municipality in whose area the organisation is to operate, confirming compliance with the structural health requirements of that municipality.
- (4) The provincial department of social development may provide guidance and administrative support to accredited organisations in completing a form, or

linking the organisation with other relevant departments applying for a health permit.

- (5) If the provincial head has approved or rejected an application for financial assistance, he or she must notify the accredited organisation in writing of his or her decision, and if the application is rejected, furnish the organisation with written reasons for such rejection.
- (6) An accredited organisation which is affected by the rejection of an application for financial assistance, may, lodge an appeal against such decision within 14 days of receipt of the decision in a form that corresponds substantially with Form 5.
- (7) If the accredited organisation which receives financial assistance ceases to comply with the accreditation requirements, norms and minimum standards, conditions or directives issued in writing by the provincial head, such provincial head may take the steps necessary to recover from that accredited organisation, any portion of or the total amount of the financial assistance paid to that organisation.

Developmental quality assurance process in respect of each accredited organisation

14 (1) (a) A developmental quality assurance process referred to in section 24(5) of the Act must be conducted by a quality assurance panel appointed by the Minister.

- (b) The panel must consist of not less than three and not more than seven members and at least one member must be a person from an organisation that is independent from organisations providing services to victims of trafficking.
- (c) The members of the panel must have knowledge and experience relating to trafficking programmes and children's issues pertaining to development, care and protection of children.
- (d) An official employed by the State may be appointed as a member of the panel.
- (e) The panel must determine its own procedures having regard to sound administrative practices and just administrative action.
- (2) In conducting the developmental quality assurance process the panel must—
- (a) give the accredited organisation reasonable notice of the intention to conduct the developmental quality assurance
 - (b) hold a preliminary meeting with the management and relevant staff of the accredited organisation to discuss the objective of the developmental quality assurance, the methods, mechanisms and criteria which will be used in the process;
 - (c) invite the accredited organisation to submit any written evidence on self-review and recommendations;
 - (d) receive oral evidence where necessary and consider and assess the evidence received;
 - (e) begin fieldwork which must include site-visits and interviews with the victims who are attending or who have attended the trafficking programmes;

- (f) prepare a preliminary report which must contain the proposed findings and recommendations supported by reasons for the findings;
 - (g) give the accredited organisation an opportunity to respond to the preliminary report;
 - (h) consider the response, if any, of the accredited organisation on the preliminary report; and
 - (i) compile a final report.
- (3) The preliminary and final report must—
- (a) provide sufficient information so as to enable the accredited organisation and the Minister to understand its conclusions and findings;
 - (b) state the information that was considered;
 - (c) explain how the panel arrived at the conclusions and its findings;
 - (d) include the sources of the information;
 - (e) in a logical manner reflect the recommendations made, if any;
 - (f) motivate any recommendation made in an appropriate manner, pursuant to the information that was available and considered; and
 - (g) indicate, in the case of conflicting information, which information was relied upon and the reasons therefor.
- (4) (a) The panel must submit the final report to the Minister to be dealt with in terms of the policy framework and system referred to in section 40 of the Act.
- (b) A copy of the final report must be submitted to the accredited organisation.
- (5) A development quality assurance process must be conducted in respect of each accredited organisation at least once a year or upon receipt of a complaint.

Norms and minimum standards for accredited organisations

15. Every accredited organisation must adhere to the norms and minimum standards as provided for in Annexure B.

The manner in which information on victims of trafficking must be collected

16. An accredited organisation must on a quarterly basis, in a form that corresponds substantially with Form 12 in Annexure A, collect the information referred to in section 25(4)(a) of the Act.

Plan to address needs of victim of trafficking

17. An accredited organisation must as soon as a victim of trafficking has been issued with a letter of recognition, draw up a plan referred to in section 28(2) of the Act to address the needs of that victim of trafficking in a form that corresponds substantially with Form 13 in Annexure A.

Return of adult victim of trafficking within Republic

18. (1) An accredited organisation must, in consultation with the provincial department of social development, make an assessment of the place from where the victim has been trafficked to ascertain the safety of the victim, the possibility of being trafficked again in the event he is returned back to that place.

(2) An accredited organisation must, after the assessment referred to in sub regulation (1) and if satisfied about the safety of the victim and that there is no possibility that the victim might be harmed, killed or trafficked again, inform the department of social development of the outcome of such an assessment.

(3) The department of social development must, upon receipt of the outcome of the assessment from the accredited organisation:

(a) determine the distance between the accredited organisation and the place where the victim is to be transported;

(b) ascertain the cost of transporting such a victim based on the mode of transportation; and

(c) ascertain whether or not such a victim has financial means to travel between the distance referred to in paragraph (a).

(4)(a) The department of social development must, after consulting the accredited organisation and assessing the financial means of the victim, determine whether the victim does have the financial means to travel from the accredited organisation to the place from where the victim was trafficked.

(b) Where the victim is found to have the financial means to travel, the department of social development must, in consultation with the accredited organisation, arrange transport to be paid by the victim.

(c) Where the victim is found not to have the financial means to travel, the department of social development must, in consultation with the accredited organisation, provide transport for the victim to the place from where the victim was trafficked.

FORM 1

REPORTING OF CHILD SUSPECTED TO BE A VICTIM OF TRAFFICKING

[SECTION 18(5) OF THE PREVENTION AND COMBATING OF TRAFFICKING IN PERSONS

ACT, 2013 (Act No7 of 2013)]

(Regulation 2)

[SECTION 110 OF THE CHILDREN'S ACT 38 OF 2005]

REPORTING OF ABUSE OR DELIBERATE NEGLECT OF CHILD

(Regulation 33)

[SECTION 110 OF THE CHILDREN'S ACT 38 OF 2005]

**REPORTING OF ABUSE TO PROVINCIAL DEPARTMENT OF SOCIAL DEVELOPMENT,
DESIGNATED CHILD PROTECTION ORGANISATION OR POLICE OFFICIAL**

NOTE: A SEPARATE FORM MUST BE COMPLETED FOR EACH CHILD

TO: The Head of the Department

Pursuant to section 110 of the Children's Act, 2005, and for purposes of section 114(1)(a) of the Act, you are hereby advised that a child has been abused in a manner causing physical injury/ sexually abused/ deliberately neglected or is in need of care and protection.

Source of report (do not identify person) <input type="checkbox"/> Victim <input type="checkbox"/> Relative <input type="checkbox"/> Parent			
<input type="checkbox"/> Neighbour <input type="checkbox"/> friend <input type="checkbox"/> Professional (specify)			
<input type="checkbox"/> Other (specify)			
Date Reported to child protection organisation:	DD	MM	CCYY

1. CHILD: (COMPLETE PER CHILD)						
Surname			Full name(s)			
Gender:	M	F	Date of Birth:	DD	MM	CCYY
School Name:			Grade:		Age / Estimated Age:	
* ID no:			* Passport no:			
Contact no:						

2. CATEGORY OF CHILD IN NEED OF CARE AND PROTECTION	
<input type="checkbox"/> Child abuse	<input type="checkbox"/> Child labour
<input type="checkbox"/> Commercial sexual exploitation	<input type="checkbox"/> Exploited children
<input type="checkbox"/> Child trafficking	<input type="checkbox"/> Street child
<input type="checkbox"/> Child abduction	

3. OTHER INTERVENTION – CONTACT PERSON TRUSTED BY CHILD	
Surname:	Name:
Physical address:	Telephone number:
Other children interviewed: <input type="checkbox"/> Yes <input type="checkbox"/> No Number :	

4. CAREGIVER INFORMATION (If not same as trusted person or parent(s) of child)	
Surname:	Name:
Physical Address:	Postal address
Relationship to child:	
Telephone number:	Mobile:

5. ALLEGED ABUSER						
5.1)	Surname			Full Name(s)		
Date of Birth:	DD	MM	CCYY	Gender:	M	F

Living somewhere else (Address.....)

Whereabouts unknown Un-identified

6. PARENTS OF CHILD (If other than above)

Surname: Father / Step-father				Full name(s)		
Date of Birth:	DD	MM	CCYY	Gender:	M	F
ID number:				Age:		
Surname: Mother / Step-mother				Full name(s)		
Date of Birth:	DD	MM	CCYY	Gender:	M	F
ID number:				Age:		
Names and ages of siblings or other children if helpful for tracking						
Surname			Full names			Age/Date of birth

Street Address (include postal code):	Postal Code:
--	---------------------

7. ABUSE											
Date of Incident:			If date unknown (mark with X here):	Episodic/ongoing from (date)			Reported to CPR:				
DD	MM	CCYY		DD	MM	CCYY	DD	MM	CCYY		
Place of incident:	<input type="checkbox"/> Child's home <input type="checkbox"/> Field <input type="checkbox"/> Tavern <input type="checkbox"/> School <input type="checkbox"/> Friend's place <input type="checkbox"/> After school centre <input type="checkbox"/> ECD Centre <input type="checkbox"/> Neighbour <input type="checkbox"/> Private hostel <input type="checkbox"/> Child and youth care centre <input type="checkbox"/> Foster home <input type="checkbox"/> Temporary safe care <input type="checkbox"/> temporary respite care <input type="checkbox"/> Other (specify)										
7.1) TYPE OF ABUSE (Tick only the one that indicates the key motive of intent)											
Physical			Emotional			Sexual			Deliberate neglect		
7.2) INDICATORS (Check any that apply)											
<u>PHYSICAL:</u> <input type="checkbox"/> Abrasions <input type="checkbox"/> Bruises <input type="checkbox"/> Burns/Scalding <input type="checkbox"/> Fractures <input type="checkbox"/> Other physical illness <input type="checkbox"/> Cuts <input type="checkbox"/> Welts <input type="checkbox"/> Repeated injuries <input type="checkbox"/> Fatal injury (date of death)											

<input type="checkbox"/> Injury to internal organs	<input type="checkbox"/> Head injuries	<input type="checkbox"/> No visible injuries (elaborate)
<input type="checkbox"/> Poisoning (specify)	<input type="checkbox"/> Other Behavioral or physical (specify)	
<u>EMOTIONAL:</u> <input type="checkbox"/> Withdrawal <input type="checkbox"/> Depression <input type="checkbox"/> Self destructive aggressive behaviour		
<input type="checkbox"/> Corruption through exposure to illegal activities	<input type="checkbox"/> Deprivation of affection	
<input type="checkbox"/> Exposure to anti-social activities	<input type="checkbox"/> Exposure to family violence	
<input type="checkbox"/> Parent or care giver negative mental condition	<input type="checkbox"/> Inappropriate and continued criticism	
<input type="checkbox"/> Humiliation <input type="checkbox"/> Isolation <input type="checkbox"/> Threats <input type="checkbox"/> Development Delays <input type="checkbox"/> Oppression		
<input type="checkbox"/> Rejection <input type="checkbox"/> Accusations <input type="checkbox"/> Anxiety <input type="checkbox"/> Lack of cognitive stimulation		
<input type="checkbox"/> Mental, emotional or developmental condition requiring treatment (specify)		
<u>SEXUAL:</u> <input type="checkbox"/> Contact abuse <input type="checkbox"/> Rape <input type="checkbox"/> Sodomy		
<input type="checkbox"/> Masturbation <input type="checkbox"/> Oral sex area <input type="checkbox"/> Molestation		
<input type="checkbox"/> Non contact abuse (flashing, peeping)	<input type="checkbox"/> Irritation, pain, injury to genital	
<input type="checkbox"/> Other indicators of sexual molestation or exploitation (specify)		
<u>DELIBERATE NEGLECT:</u> <input type="checkbox"/> Malnutrition <input type="checkbox"/> Medical <input type="checkbox"/> Physical <input type="checkbox"/> Educational		

<input type="checkbox"/> Refusal to assume parental responsibility <input type="checkbox"/> Neglectful supervision <input type="checkbox"/> Abandonment			
7.3) Indicate overall degree of risk to child:			
<input type="checkbox"/> Mild <input type="checkbox"/> Moderate <input type="checkbox"/> Severe <input type="checkbox"/> Unknown			
7.4) Where applicable, tick the secondary type of abuse or multiple abuse: <input type="checkbox"/> Yes <input type="checkbox"/> No			
Sexual	Physical	Emotional	Deliberate Neglect
Brief explanation of occurrence(s) (including a statement describing frequency and duration)			
8. MEDICAL INTERVENTION (*)			
Examined by: <input type="checkbox"/> Doctor <input type="checkbox"/> Reg. Nurse	Treatment received: <input type="checkbox"/> Yes <input type="checkbox"/> No	Where (name of hospital, clinic, private doctor):	Hospitalised: <input type="checkbox"/> For assessment <input type="checkbox"/> For treatment <input type="checkbox"/> As temporary safe care (place of safety)
Contact person:	Contact person:	Contact person:	Contact person:
Telephone No:	Telephone No:	Telephone No:	Telephone No:

9. CHILDREN'S COURT INTERVENTION (*)

Removal of child to temporary safe care (Section 152): <input type="checkbox"/> Yes <input type="checkbox"/> No	Date		
	MM	DD	CCYY

10. SAPS: (ACTION RELATED TO ALLEGED ABUSER(S)) - (*)					
Reported to SAPS:		Charges laid:		Date	
<input type="checkbox"/> Yes <input type="checkbox"/> No		<input type="checkbox"/> Yes <input type="checkbox"/> No		DD	MM
				CCYY	
CASE NR		Police Station		Telephone Nr	
Name of Police Officer			Rank of Police Officer		

11. CHILD KNOWN TO DESIGNATED CHILD PROTECTION ORGANISATION (DCPO)/ SOCIAL DEVELOPMENT(DSD)?						
11.1) Child known to DCPO/DSD ? : <input type="checkbox"/> Yes <input type="checkbox"/> No						
Name of DCPO/DSD Office:		Contact number		Reference number		
12. DETAILS OF PERSON WHO REPORTS ALLEGED ABUSE (Refers to a professional or mandatory obliged to report child abuse in terms of Section 110(1))						
CAPACITY(OF INFORMANT)						
	Caregiver	Correctional Official	Child and Youth Care Centre	Dentist	Doctor	Drop in Centre
	Homeopath	Labour Inspector	Legal Practitioner	Midwife	Member of staff – partial	Medical Practitioner

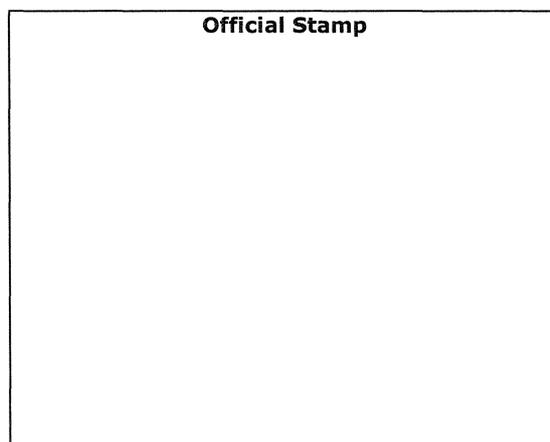
				care facility	
Minister of Religion	Nurse	Occupational Therapist	Psychologist	Police Official	Physiotherapist
Religious leader		Social service professional		Social worker	
Speech therapist		Shelter		Traditional leader	
Teacher		Traditional health practitioner		Volunteer Worker – partial care facility	
Other (specify)					
Surname of informant		Name of informant		Name of employer	
Employer Address		Work Telephone Nr		Fax Number	
Email Address					

(*) = Complete if information is available or applicable

I declare that the particulars set out in the above mentioned statement are true and correct to the best of my knowledge.

Signature of informant: _____

Date: _____



FORM 2**NOTIFICATION OF PLACING VICTIM OF TRAFFICKING AT AN ACCREDITED ORGANISATION OR IN TEMPORARY SAFE CARE**

(Section 19(5) or (6) of the Prevention and Combating of Trafficking in Persons Act, 2013 (Act No. 7 of 2013)

TO: A. *Accredited Organisation*

.....

B. Provincial Department of Social Development

.....

Important notice: The unauthorised access to and disclosure of information of a victim of trafficking or suspected victim of trafficking or child in the care of a victim of trafficking is an offence for which the penalty is a fine or imprisonment for a period not exceeding 15 years or both (section 23 read with section 13(c) of the Prevention and Combating of Trafficking in Persons Act, 2013)			
Name and Surname	M/F	Age	Nationality
1. NATURE AND ACCOUNT OF INCIDENT			
Date:	Source of report (do not identify person): <input type="checkbox"/> Victim <input type="checkbox"/> Relative <input type="checkbox"/> Neighbours <input type="checkbox"/> Professional (specify)		
	<input type="checkbox"/> Friend <input type="checkbox"/> Other (specify)		
2. TYPE OF EXPLOITATION			
<input type="checkbox"/> slavery or practices similar to slavery		<input type="checkbox"/> forced labour	
<input type="checkbox"/> forced marriage		<input type="checkbox"/> the removal of body parts	
<input type="checkbox"/> sexual exploitation		<input type="checkbox"/> the impregnation of a female	

3. INDICATORS (check any that apply)				
<input type="checkbox"/> Abrasions <input type="checkbox"/> Fractures <input type="checkbox"/> Cuts <input type="checkbox"/> Burns <input type="checkbox"/> Welts <input type="checkbox"/> Bruises <input type="checkbox"/> Irritation, pain or injury to genitals <input type="checkbox"/> Pregnancy <input type="checkbox"/> Malnutrition <input type="checkbox"/> Indications of sexual exploitation <input type="checkbox"/> Other physical injury (specify) <input type="checkbox"/> No visible injuries (elaborate) <input type="checkbox"/> Other (specify)				
Indicate degree of abuse <input type="checkbox"/> Mild <input type="checkbox"/> Moderate <input type="checkbox"/> Severe				
4. BRIEFLY GIVE REASONS FOR SUSPECTING THAT THAT PERSON IS A VICTIM OF TRAFFICKING:				
5. ACTION TAKEN				
5.1 Police intervention				
€ Victim placed in temporary safe care				
€ Victim placed at Accredited Organisation				
€ Case reported to Provincial Department of Social Development				
€ Police investigation				
Police station:	CAS No:	Tel No: Work	Cell No	OB Ref No
PERSAL No	Name	Rank	Signature	

5.2 TRANSPORT OF A VICTIM TO AN ACCREDITED ORGANISATION OR A PLACE OF TEMPORARY SAFE CARE

TO:

.....

(Accredited Organisation / Place of temporary safe care)

The abovementioned person is hereby placed in your care as provided for in terms of section 19 of the Prevention and Combating of Trafficking in Persons Act, 2013 (Act No. 7 of 2013).

Date and time of receipt of the person	Name and address of institution	Tel No of institution	Name of person receiving the victim
Signature of person receiving the victim on behalf of the institution			

FORM 3**ASSESSMENT WHETHER ADULT PERSON IS A VICTIM OF TRAFFICKING
(complete that which is applicable)****(Regulation 3)****SECTION 19(8) PREVENTION AND COMBATING OF TRAFFICKING IN
PERSONS ACT, 2013 (Act No. 7 OF 2013)]**

Full names:.....

Date of birth and identity number:

Nationality of victim of human trafficking	South African	Foreign National/s

List the country and place of origin from where the victim has been recruited	List the countries that the victim passed in the recruitment process
1	

Please indicate the PURPOSE for being trafficked		Comments
1	Sexual exploitation (streets, bars, brothels, massage parlours, sauna, call-girl and escort agencies)	
2	Forced Labour	
3	False and illegal adoptions	
4	Domestic servitude	
5	Street begging or peddling	
6	Forced military service	
7	Forced marriage	

8	Organ removal	
9	Serfdom (This happens when a person is forced to live and work on land belonging to another person by law, custom or agreement)	
10	Servitude (The state of being a slave or completely subject to someone more powerful for any purpose including sexual servitude and debt bondage)	
11	Slavery	
12	Other: (please specify)	
Please write METHOD/MEANS which was used to recruit the victim		Comments
1	Threat	
2	Forced	
3	Intimidation or other forms of coercion	
4	Abducted	
5	Kidnapped	
6	Fraud	
7	Deception (false promise)	
8	Debt bondage	
9	Abuse of power	
10	Abuse of vulnerability	
11	Other: (please specify)	

Please write method and carrier used to TRANSPORT victim within and across the borders of the Republic		Comments
1	Car	
2	Bus	
3	Ship	
4	Truck	
5	Aeroplane	
6	Other: (please specify)	

Please indicate ROUTE to transport the victim of human trafficking into the country or within the country		Name of carrier	Comments
1	Air		
2	Land		
3	Sea		
4	Other: (please specify)		

Please write the types of TRAVEL DOCUMENTS that victims have used to cross the borders and travel within the Republic	
1	Passport

2	Holiday VISA	
3	False Documents	
4	Without Documents	
5	Other: (please specify: eg identity document)	

SUMMARY

NOW YOU SHOULD BE ABLE TO FINALISE YOUR DECISION BASED ON THE FOLLOWING QUESTIONS IF THE VICTIM IS A VICTIM OF TRAFFICKING.

ANSWER THE FOLLOWING QUESTIONS:

1. Was the victim recruited?

How?.....

When?.....

Where?.....

2. Was the victim transported from point 'a' to 'b' or from 'a' to 'b' to 'c' to 'd'?

From where to where?.....

What happened?.....

3. Was the victim exploited?

How?.....

When?.....

Where?.....

If the victim was recruited, transported and exploited the victim should be a victim of human trafficking

FORM 4

LETTER OF RECOGNITION AS A VICTIM OF TRAFFICKING

(* DELETE WHICH IS NOT APPLICABLE)

(Regulation 4)

[SECTION 19 (10) PREVENTION AND COMBATING OF TRAFFIKCING IN
PERSONS ACT, 2013 (Act No. 7 OF 2013) (the Act)]

Certificate No. -----

Issued to (Full names of victim)

It is hereby certified that the above-mentioned , situated at (physical
address)

Has been through an assessment in terms of section 19(8) of the
Prevention and Combating of Trafficking in Persons Act, 2013 (Act No. 7 of
2013) and has been found to be a victim of human trafficking

This letter of recognition is valid with effect from ----- until --
----- (insert dates)

The letter of recognition is issued in terms of section 19(10) of the Act and
is not transferable.

OFFICIAL STAMP

HEAD OF THE DEPARTMENT:.....

DATE:.....

FORM 5**APPEAL TO THE MEC AGAINST DECISION OF THE PROVINCIAL HEAD OF SOCIAL DEPARTMENT REGARDING THE****NON ISSUING, WITHDRAWAL OF A LETTER OF RECOGNITION AS VICTIM OF TRAFFICKING AND REJECTION OF AN APPLICATION FOR FINANCIAL ASSISTANCE**

(* DELETE WHICH IS NOT APPLICABLE)

(Regulation 6)

[SECTION 20(1)(b), SECTION 24(2)(b), SECTION 43(3)(d) and SECTION 43(3)(h) PREVENTION AND COMBATING OF TRAFFICKING IN PERSONS ACT, 2013 (Act No. 7 OF 2013) (the Act)]

Name of victim/applicant: _____

Name of organisation: _____

Physical address of organisation:

This is an appeal against a decision of the provincial head of social development of _____ (insert name of province) against the exercise of his or discretion in respect of a decision relating to:

Indicate decision against which this appeal is lodged (indicate yes or no)	Grounds on which appeal is lodged
	Section 19 (10) : Non issuing of the letter of recognition
	Section 19 (11) Withdrawal of the letter of recognition
	Rejection of an application for financial assistance

	Regulation 7 : Condonation of late lodging of appeal
	Section 24(4)(a) : Consideration of accreditation
	Regulation 9 (9) : Consideration of application for renewal of accreditation
	Section 24(3)(c): Removal from the accreditation system
	Section 24(4)(b) : Expiry of accreditation certificate and consideration of application for re-instatement
	Section 24(3)(a) Compliance with the norms and minimum standards

The reasons provided by the provincial head of social development for his or her decision are attached.

My reasons for appealing against the decision or requesting condonation of late lodging of appeal are attached.

APPLICANT'S SIGNATURE

WITNESS

DATE

NOTE: The appeal must be lodged with the MEC for social development in the province where the decision was taken by the provincial head of social development.

FORM 6

Application for condonation for late lodging of appeal

(Regulation 7)

**PREVENTION AND COMBATING OF TRAFFICKING IN PERSONS ACT, 2013
(Act No. 7 OF 2013)**

A. PERSONAL DETAILS OF APPELLANT OR BENEFICIARY

Surname: _____ Full Names: _____

ID Number: _____

Nationality: _____

DOB: Gender: _____

Tel No: _____ Fax No: _____

E Mail: _____ Cell No: _____

Physical Address

Postal Address

B. REASONS FOR LATE LODGING OF AN APPEAL

(i) Reasons for application for condonation as contemplated in regulation 7(2)(a)

.....
.....
.....
.....
.....
.....
.....

.....
.....
.....
.....
.....

(ii) whether it is in the interests of justice that condonation be granted as contemplated in regulation 7(2)(b);

.....and

(iii) if there are reasonable prospects of success as contemplated in regulation 7(2)(c).

.....
.....

(If the space provided is insufficient, please attach a separate page to this form and clearly indicate that a separate page(s) is attached).

C. DOCUMENTATION TO ACCOMPANY CONDONATION APPLICATION

FORM 5 (Application for Appeal)

All documents required under Form 5

Signature of applicant/beneficiary/
Representative Place Date

FORM 7**APPLICATION FOR ACCREDITATION OF ORGANISATION TO PROVIDE SERVICES TO ADULT VICTIMS OF TRAFFICKING****FULL ACCREDITATION/TEMPORARY SAFE CARE/REINSTATEMENT OF ACCREDITATION/RENEWAL OF ACCREDITATION OF ORGANISATION**

(* DELETE WHICH IS NOT APPLICABLE)

(Regulation 9)

[SECTION 24(4)(a) PREVENTION AND COMBATING OF TRAFFICKING IN PERSONS ACT, ACT NO. 7 OF 2013]

(A)

**APPLICATION FOR
ACCREDITATION**

This is an application in respect of:

- | | |
|--------------------------|---|
| <input type="checkbox"/> | An organisation who wants to be accredited to provide services to adult victims of trafficking |
| <input type="checkbox"/> | An organisation who wants to be accredited to provide services to adult victims of trafficking and their children |
| <input type="checkbox"/> | Reinstatement or renewal of accreditation of organisation |
| <input type="checkbox"/> | Accreditation to provide temporary safe care |

(Indicate the type of organisation in respect of which application is made)

(B) **PARTICULARS OF APPLICATION**

Name of organisation: _____

Physical address: _____

Postal address: _____

Name of person or body who manages the organisation or who wishes to establish it:

Physical address of person or body:

Telephone : _____ Cell phone: _____

Fax number: _____ E-mail: _____

The number of adults to be accommodated in each category in respect of which application is made:

Target group	Number	Gender		Total
		Male	Female	
Adults (only)				
Adults with their children				
Total				

(C) SUPPORTING DOCUMENTS

The following supporting documents must accompany the application:

- An exposition of the prescribed or other skills with supporting documents of the applicant or manager of the organisation including a copy of any qualification which would enhance rehabilitation services to victims of human trafficking;
- a report by a social service professional on the viability of the application ;
- a costed business plan;
- the constitution ;
- an original copy of the approved plans or a copy of the plans that has been submitted for approval if the application for the approval of the plans is still under consideration;
- the emergency plan;
- clearance certificates that the name of the applicant and the names of all staff members do not appear in the National Register for Sex Offenders established by Chapter 6 of the Criminal Law (Sexual Offences and Related Matters) Amendment Act 32 of 2007 and in Part B of the National Child Protection Register established by Part 2 of Chapter 7 of the Act;
- a 3 months programme (12 weeks); and
- a daily menu for one week.

(D) GENERAL REMARKS

Any additional remarks by the applicant in support of the application:

I certify that the above-mentioned particulars are, to the best of my knowledge, true and correct.

SIGNATURE OF APPLICANT

CAPACITY

DATE

Official Date Stamp:

FORM 8

CERTIFICATE OF ACCREDITATION OF ORGANISATION

**THAT PROVIDES CARE AND SUPPORT SERVICES TO VICTIMS OF HUMAN
TRAFFICKING**

(* DELETE WHICH IS NOT APPLICABLE)

[Regulation 9(6)]

**[SECTION 24 (4)(a)-(b) PREVENTION AND COMBATING OF TRAFFICKING
IN PERSONS ACT, 2013 (Act No. 7 OF 2013) (The Act)]**

Accreditation Certificate No: _____

Non-Profit Organisation No: _____

Issued to *(Name and Physical Address of Organisation)*

It is hereby certified that the above-mentioned organisation, that is situated at the address above, has been accredited in terms of section 24 of Act, to provide services to victims of human trafficking in terms of section 26 of the Act. This certificate is valid with effect from _____ (dd/mm/yyyy) and will expire on _____ (dd/mm/yyyy)

NB: In terms of regulation 9(8), the original accreditation certificate must be—

- (a) displayed in a prominent place clearly visible to the public on the premises and the residence of the organisation; and**
- (b) maintained in such a state that it can be produced undamaged and in a legible condition.**

DIRECTOR-GENERAL: SOCIAL DEVELOPMENT

DATE:

PLACE:



FORM 9

GRANTING CERTIFICATE OF ACCREDITATION TO PROVIDE TEMPORARY SAFE CARE, REINSTATEMENT OF ACCREDITATION OR RENEWAL OF ACCREDITATION

(* DELETE WHICH IS NOT APPLICABLE)

[Regulation 9(6)(9)]

[SECTION 24(4)(a) PREVENTION AND COMBATING OF TRAFFIKCING IN PERSONS ACT, 2013 (Act No. 7 OF 2013)

It is hereby certified that:.....

.....

- the following organisation has been accredited in terms of regulation 9(6) of the Act
- the accreditation of the following organisation has been renewed on conditions in terms of regulation 9(9) of the Act
- the reinstatement of the following organisation has been approved
- Not accredited
- Accreditation to provide temporary safe care

on _____ (insert date).

Name of organisation: _____

Physical address of organisation:

The validity of this registration expires on: _____
(insert date)

The above mentioned organisation is accredited, subject to the following conditions, including the maximum number of adult victims and their children may be accommodated:

Indicate registration (Yes or No and type or types of registration)	Type of service (adults & children or only adults)	Type of programmes and services Indicate √ or X	Maximum number of adults and their children to be accommodated
1.	Safe accommodation for adult, especially those at risk of harm requiring a high level of support, protection and development, hygienic and adequate toilet facilities, access to refuse disposal services or other adequate means of disposal of refuse generated at the facility, and the drawing up of action plans for emergencies.		Adults: Children
2.	Rehabilitation programme		
3.	Education programme		
4.	After school centre		

5.	Skills development training.	
6.	Safe accommodation the children of adult victim.	
7.	Safe environment for children.	
8.	Proper care for sick children or children that become ill.	
9.	Safe storage of anything that may be harmful to children.	
10.	Reception of victims.	
11.	Care: including access to and provision of adequate health care and the provision of separate facilities for male and female victims of trafficking.	
12.	Development	
13.	Temporarily accommodation to determine if the person is a victim of human trafficking	
Other:		

The registration or renewal of accreditation is subject to the following additional conditions:

Provincial Head: Social Development

Date of issue: _____

FORM 10**90 DAYS WRITTEN NOTICE OF TERMINATION OF SERVICES****NOTICE OF ACCREDITED ORGANISATION'S INTENTION TO WITHDRAW
OR TERMINATE SERVICES TO VICTIMS OF TRAFFICKING**

(* DELETE WHICH IS NOT APPLICABLE)

[(Regulation 10(1))]

**[SECTION 24(3)(c) PREVENTION AND COMBATING OF TRAFFICKING IN
PERSONS ACT, 2013 (Act No. 7 OF 2013)(the Act)]**

To: The Provincial Head of Department of Social Development

_____ (Name of Province)

From: _____ (Name of Accredited Organisation)

_____ (Physical Address
of Accredited Organisation)

ACCREDITATION CERTIFICATE NUMBER:.....

**NOTICE OF INTENTION TO WITHDRAW OR TERMINATE THE PROVISION
OF SERVICES TO VICTIMS OF TRAFFICKING**

The above mentioned organisation wishes to notify the department of social development about its intention to terminate the provision of services to victims of trafficking with effect from (date).....Details of the steps undertaken for continued accommodation of the affected victims are outlined in the document accompanying this notification letter.

Regards,

MANAGER OF ACCREDITED ORGANISATION**DATE:**

FORM 11

**90 DAYS WRITTEN NOTICE OF TERMINATION OF SERVICES
ACKNOWLEDGEMENT OF RECEIPT OF NOTIFICATION OF AN
ACCREDITED ORGANISATION’S INTENTION TO WITHDRAW OR
TERMINATE THE PROVISION OF SERVICES TO VICTIMS OF HUMAN
TRAFFICKING**

(* DELETE WHICH IS NOT APPLICABLE)

[(Regulation 10 (3))]

**[SECTION 24 (3) (c) PREVENTION AND COMBATING OF TRAFFICKING IN
PERSONS ACT, 2013 (Act No. 7 OF 2013)(the Act)]**

To: _____

**RE: ACKNOWLEDGEMENT OF NOTICE OF INTENTION TO
WITHDRAW OR TERMINATE THE PROVISION OF SERVICES TO VICTIMS
OF TRAFFICKING**

I hereby acknowledge receipt of your notice of intention to withdraw or terminate your provision of services to victims of human trafficking.

The contents have been noted, and the department will remove your organisation’s name from the register of accredited organisations with effect fromas prescribed by section 24(3)(c) of the Act.

Your co-operation is highly appreciated.

**Provincial Head
DATE:**

FORM 12**COLLECTION OF INFORMATION ON VICTIMS OF TRAFFICKING****Regulation 16**

[SECTIONS 25(4) and 43(3)(l) PREVENTION AND COMBATING OF TRAFFICKING IN PERSONS ACT 2013, (ACT NO. 7 OF 2013)]

QUARTERLY STATISTICS FROM ORGANISATION THAT RENDER SERVICES TO VICTIMS OF HUMAN TRAFFICKING
--

Tick appropriate block with a X

Province	Lim	Mpu	Gau	KZN	EC	WC	NC	NW	FS
Region/District									
Name of the ORGANISATION									
Reporting month									
Name of Capturer									
Contact No. of Capturer									
Email Address of Capturer									
Signature of Capturer									
Name of Shelter Accredited Organisation manager									

Signature of Accredited Organisation Manager	
---	--

Summary report: *In case of no admissions during this reporting month only send the first page to the receiver. Indicate number of admissions for the current month*

New admission/s:.....

Please complete this section onwards on NEW admissions in shelter/centre. The reporting period is from the beginning of each month until the end of the same month.

Nationality of victims of human trafficking	South Africans	Foreign Nationals
Number of victims of human trafficking during the reporting month admitted / new		
Number of victims of human trafficking during the reporting month discharged		

Adults in shelters	Male	Female	Total
Number of adult victims who were admitted in the shelter during this reporting period			
Number of adult victims who were released/discharged from the shelter during the reporting month			

Children (with parents) in shelters	Male	Female	Total

Number of children who were admitted in the shelter during this reporting period			
Number of child victims who are in care of an adult in the shelter			
Number of child victims who came without an adult to the shelter			

List countries from which the foreign victims have been trafficked; the countries to which South African citizens or permanent residents have been trafficked; and the areas in the Republic to and from which victims have been trafficked. Please include their movements within the Republic e.g from Limpopo to Gauteng and later to Eastern Cape Province		Total number of victims
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		

Please write total number of victims to indicate the PURPOSE for being trafficked		Total
1	Sexual exploitation (streets, bars, brothels, massage parlours,	

	sauna, call-girl and escort agencies)	
2	Forced Labour	
3	False and illegal adoptions	
4	Domestic servitude	
5	Street begging or peddling	
6	Forced military service	
7	Forced marriage	
8	Organ removal	
9	Serfdom (This happens when a person is forced to live and work on land belonging to another person by law, custom or agreement)	
10	Servitude (The state of being a slave or completely subject to someone more powerful for any purpose including sexual servitude and dept bondage)	
11	Slavery	
12	Other (Please specify)	
13	TOTAL	

Please write total number of victims next to METHOD/MEANS which was used to recruit victims		Total
1	Threat	
2	Forced	
3	Intimidation or other forms of Coercion	
4	Abducted	

5	Kidnapped	
6	Fraud	
7	Deception (false promise)	
8	Debt bondage	
9	Abuse of power	
10	Abuse of vulnerability	
11	Other (Please specify)	
12	TOTAL	

Please write total number of victims next to method used to TRANSPORT victims		Total
1	Car	
2	Bus	
3	Ship	
4	Truck	
5	Aeroplane	
6	Other (Please specify)	
7	TOTAL	

Please write total number of victims next to the ROUTE to transport the victims of trafficking into the country		Total
1	Air	
2	Land	

3	Sea	
4	Rail	
5	Other (Please specify)	

Please write total number of victims next to the types of TRAVEL DOCUMENTS that victims have used to cross the borders of the Republic		How documents were obtained	Total
1	Passport		
2	Holiday VISA		
3	False Documents		
4	Without Documents		
5	Other: (please specify)		
6	TOTAL		

Services rendered to victims of human trafficking	South Africans	Foreign Nationals	Total
Number of victims of human trafficking accommodated (adults and children)			
Number of victims of human trafficking absconded			
Number of victims of human trafficking received detoxification (substance abuse)			
Number of victims of human trafficking counselled (adults and children)			
Number of victims of human trafficking who			

participated in the rehabilitation programme			
Number of victims of human trafficking with a child in their care who were provided with services aimed at reception, care and development of a child			
Number of victims of human trafficking reintegrated with their families or communities			
Number of victims as indicated above (in this block) who were not reported to SAPS			
TOTAL NUMBER OF VICTIMS			

Was the victim admitted previously in any shelter?	South African	Foreign Nationals	Total
If yes indicate which shelter			
If yes when			
Total number of victims accommodated in shelter prior to the current one			

Please indicate who referred the victims:			
-SAPS			
International Organisation for Migration (IOM)			
- Social Development officials			
- Health officials			
-Dept. of Home Affairs			
- Civil Society Organisations			

-Embassy			
Other: (please specify)			

FORM 13**ASSESSMENT OF THE NEEDS OF A SUSPECTED VICTIM OF TRAFFICKING**

(* DELETE WHICH IS NOT APPLICABLE)

(Regulation 17)

**[SECTIONS 28 and 43(3)(m) PREVENTION AND COMBATING OF
TRAFFICKING IN PERSONS ACT, 2013 (Act No. 7 OF 2013)]**

The social worker should draw up a plan to establish the immediate and reasonable future needs of the victim of trafficking to comply with section 28 of the Act.

This table can be adjusted by the service providers to suit their own requirements. Needs differ from day to day and therefore this needs assessment should be used and updated at regular intervals during the intervention with the victim of trafficking.

Needs of victims of trafficking

No	Needs	Immediate needs	Reasonable future needs	Remarks
1.	SAFETY			
1.1	Accommodation/ housing/shelter			
1.2	Victim may be harmed or killed			
1.3	Request Protection: SAPS			
2.	NUTRITION			
	Food			
	Specify:			
3.	CLOTHING AND TOILETRIES			

4.	RAPE KIT			
4.1	Forensic evidence			
4.2	Affidavit (Assist the victim and review evidence)			
5.	CHILD/REN OF THE VICTIM			
5.1	Child/ren in need of care and protection			
5.2	The adult victim of trafficking will be able to take care of her own children within the organisation, is he/she in a position to do so?			
5.3	REFER TO:			
5.3.1	Medical doctor			
5.3.2	Psychologist			
5.3.3	Police			
5.3.4	Clerk of the court			
5.3.5	Legal advisor/services			
5.3.6	Clinic: Substance abuse treatment			
5.3.7	Identification of the type (s) of substance			
5.3.8	Duration of violation of rights			

5.3.9	Establish the need for detoxification			
5.3.10	Court: Court preparation			
6.	TRANSPORT NEEDS			
6.1	Taxi			
6.2	Bus			
6.3	Shelter transport			
6.4	Train			
6.5	SAPS			
7.	RELATIONSHIPS			
7.1	Family members:			
	Spouse/ partner			
	Mother/ father			
	brother/sister			
	Extended family members			
	Other:			
7.2	Priest/ pastor/ minister of religion/ traditional leader/ religious leader/ spiritual leader,			
7.3	Self			
7.3.1	Other:			
8.	Life skills			

8.1	Self-care			
	Other:			
8.2	Education- School (adult)			
8.3	Adult Basic Educational Training (ABET)			
8.4	Early Childhood Development			
8.5	School-going child/ren			
8.6	School clothes			
8.7	School books			
8.8	Bookcase / stationery			
	Other:			
9.	Career path			
9.1	Job training/ Employment			
9.2	Job placement			
9.3	Child care			
9.4	Reintegration into community			
9.5	Other:			

EXIT PLAN (To be attached)

Date completed: **Name of service provider:**

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