

**AUDIT CHECKLIST FOR CARE CENTRES THAT ACCOMMODATE CHILDREN WITH SEVERE AND
PROFOUND INTELLECTUAL DISABILITY
JANUARY 2012**

PROVINCE:	GAUTENG		
NAME OF CENTRE:	EERSTERUST CARE & TRAINING CENTRE		
PHYSICAL AND POSTAL ADDRESS:	408 ORANJE AVENUE EERSTERUST PRETORIA 0022 P O BOX 41034 EERSTERUST PRETORIA 0022		
NAME OF CENTRE MANAGER:	MRS. J. L. HOODS		
CONTACT TEL.	Tel 012 8068552	CELL	0824696268
DATE: 21 MAY 2014	Nr of children <18 [51]	Nr of children >18 [29]	
Licensed with Department of Health in terms of Section 43 of the Regulations to the Mental Health Care Act (Act 17 of 2002):		YES X	NO.....
Registered with Department of Social Development in terms of the NPO and Children's Act:		YES X	NO.....
If yes what		NPO	003-858

NOTE:- IF ANY ANSWER IS "NO", RECORD STAFF'S REQUIREMENTS

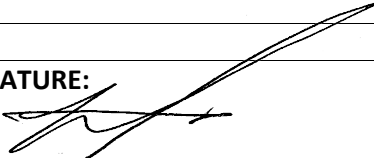
	AREA	Y	N	Comments
1.	PHYSICAL RESOURCES			
1.1	Buildings and grounds			
1.1.1	General appearance of grounds. Describe	Y		VERY GOOD
1.1.2	General appearance of centre buildings. Describe	Y		WELL MAINTAINED
1.1.3	General appearance of inside centre buildings. Describe	Y		VERY GOOD & CLEAN
1.1.4	Number of classrooms, size of classrooms etc. at facility (record). Is it adequate to meet the needs of the children and staff?	Y		8 CLASSROOMS & 1 LARGE WORKSHOP ALL ADEQUATE
1.1.5	Is the building permanent or are occupants housed in temporary facilities or part thereof? Who owns building?	Y		PERMANENT BUILDINGS OWNED BY US
1.1.6	Is there environmental and universal access to the centre (ramps)?	Y		COMPLIANT
1.1.7	Is a play area for the children?	Y		LARGE YARD AREA
1.1.8	Is there sufficient funds budgeted for the continuous repairs and maintenance required by the facilities?	Y		
1.1.9	Is there an assigned caretaker/handyman to attend to regular and ad hoc repairs and maintenance requirements of the building facilities?	Y		DRIVER IS ALSO HANDYMAN
1.1.10	Are/were one or more accredited building professional consultants involved in any recent assessment, repairs, alterations or construction of new facilities or in the past?	Y		BUILDING CONTRACTOR & ARCHITECT APPOINTED
1.1.11	Was any application for the construction of the facilities submitted to and approved by the Local Authority? If so, is any approved documentation available?	Y		PLANS AVAILABLE
1.1.12	Has any building control officer inspected facilities on behalf of the local authority for any construction of or	Y		BUILDING INSPECTOR

	AREA	Y	N	Comments
	alterations to the facilities?			
1.1.13	Has any inspector of the Department of Labour visited and assessed the facilities in terms of provisions for construction or occupational health and safety?		N	
	Has the facility been inspected by the Municipality to check whether the space complies with regulations in terms of health and safety.	Y		
1.2	Stock & furniture			
1.2.1	Is there a register/ inventory for equipment/ furniture/stock	Y		ASSET REGISTER KEPT
1.2.2	Is there adequate and functional furniture for staff?	Y		
1.2.3	Is there adequate and functional furniture for children?	Y		
1.3	Access to basic amenities			
1.3.1	The school has access to running water	Y		
1.3.2	The school has access to electricity	Y		
1.3.3	There are adequate toilet facilities for children	Y		
1.3.4	The toilets are wheel chair accessible	Y		
1.3.5	There is a private areas for changing nappies	Y		
1.4	Safety & security			
1.4.1	Is the school security adequate, e.g. fencing and gate, burglar bars, alarm system?	Y		
1.4.2	There is an evacuation plan	Y		
1.5	Labour saving devices			
1.5.1	Are there any labour saving devices, e.g. photo copier, telephone / fax/ computer / washing machines / driers. List	Y		
1.6	Food preparation			
1.6.1	Food preparation is done in an adequate kitchen or a separate facility	Y		
2.	ASSISTIVE DEVICES			
2.1	Children are assessed to determine their individual needs	Y		
2.2	Suitable and adequate assistive devices are available to individual children	Y		FULLY EQUIPED PHYSIO THERAPY ROOM
2.3	Assistive devices are fitted to meet individual requirements in line with principles of correct seating	Y		
2.4	Assistive devices are well-maintained	Y		
2.5	There is a technician on site to maintain devices	Y		
2.6	Follow-up assessments are done in order to upgrade or replace devices	Y		REGULARLY
3.	GENERAL ADMINISTRATION & MANAGEMENT			
3.1	All children at the centre are recorded in an admission register	Y		
3.2	Daily attendance registers are kept and up to date	Y		
3.3	There is a lockable filing system for:-			
3.3.1	<i>Staff files</i>	Y		
3.3.2	<i>Files for children</i>	Y		
3.3.3	<i>Constitution PROVIDE A COPY</i>	Y		
3.3.4	<i>Minutes of management and staff meetings</i>	Y		
3.3.5	<i>Daily reports</i>	Y		
3.3.6	<i>Incident records</i>	Y		
3.3.7	<i>Policies dealing with e.g. intimate care, feeding, etc.</i>	Y		

	AREA	Y	N	Comments
3.4	There is a management committee	Y		WELL REPRESENTED
3.5	The management committee meets regularly. Minutes are kept for all meetings	Y		5 TIMES PER ANNUM
4.	STIMULATION, THERAPEUTIC AND REHABILITATION PROGRAMMES			
4.1	There is a timetable for activities of the programme offered at the centre	Y		DAILY
4.2	The caregivers follow a basic educational programme	Y		
4.3	The health needs of the children attended to. By whom	Y		LOCAL CLINIC
4.4	The medical intervention programme is coordinated and regular	Y		
4.5	Regular feedback is given to parents regarding the progress of their child	Y		
4.6	The activities are on the level of functioning of the child	Y		
4.7	The progress and programme of each child is recorded	Y		
5	HUMAN RESOURCE MANAGEMENT			
5.1	There is a centre manager	Y		
5.2	Number of caregivers with post matric education			
5.3	Number of caregivers who have Grade 10 – 12 Qualifications	Y		8
5.4	Number of caregivers who have Grade 4 – 9 qualifications	Y		10
5.5	Does the centre employ Therapists eg. Speech, OT, Physio – type and quantity	Y		SESSIONAL BASIS
5.6	If not, what kind of access is utilized in this regard?	N/A		
5.7	What is monthly expenditure on Therapists – in-house or external?			APPRX. R10 000 PM
5.8	Staff compliment – number of staff per category and yearly remuneration of each category (on separate schedule)	Y		ATTACHED
5.9	Additional staff required – by category and quantity	Y		ATTACHED
5.10	The staff receives in-service training	Y		
5.11	The staff receives training from outside agencies e.g. seating clinic, feeding techniques	Y		
	Staff are registered with relevant professional body	N		
	Staff have been checked against Part B of the Child Protection Register	N		
5.12	The information of all staff is recorded and filed	Y		
5.13	The staff is trained in accredited First Aid techniques	Y		
5.15	There is a duty list for all staff members	Y		
5.16	Each staff member has a signed job description	Y		
5.17	Regular staff meetings are held and recorded	Y		
6.	FINANCIAL ADMINISTRATION			
6.1	REQUIRED – copy of current budget as well as audited financial statements for past 3 years and associated budgets.			
6.1	When is your financial year end?	Y		31 MARCH EACH YEAR
6.2	What is the budgeted shortfall or surplus for the current year?	Y		R143 613.00 SHORTFALL
6.3	What is the budgeted shortfall or surplus for the next	Y		APPROX R100 000.00

	AREA	Y	N	Comments
	financial year?			
6.4	The treasurer can account for all monies received.	Y		
6.5	Monthly financial records are available.	Y		
6.6	All monies are recorded and receipts are issued	Y		
6.7	The centre has one banking account	Y		
6.8	Cheques are signed by at least two signatories	Y		
6.9	A budget is presented for parental approval.	Y		
6.10	Bank statements are filed	Y		
6.11	A petty cash book is kept and up to date	Y		
7.	DONORS & FUNDERS			
7.1	Centre receives funds from donors and funders	Y		
7.2	All funds received are reflected in the receipt books and income statements	Y		
8.	TRANSPORT			
8.1	What percentage of children make use of:			
8.1.1	<i>Public Transport</i>	0%		
8.1.2	<i>Private Transport</i>	2%		
8.1.3	<i>Dial A Ride</i>	0%		
8.1.4	<i>Transport provided by the centre</i>	98%		
8.1.5	<i>Other</i>	0%		
8.2	Does the centre have a reliable transport system? If it does then:			
8.2.1	<i>What is the current budget for the provision of transport?</i>	y		Aprox R20 000 pm
8.2.2	<i>How many vehicles are being utilized?</i>	y		FOUR
8.2.3	<i>Does the size of the current fleet accommodate the transport need?</i>	Y		
8.2.4	<i>How are trips scheduled?</i>	Y		TWO TRIPS DAILY – FETCH & RETURN
8.2.5	<i>Is the vehicle/s being utilized suitable for transporting these special need children - does it have wheel chair restraints/safety belts, lifts/ramps etc?</i>	Y		
8.2.6	<i>Does it have a transport policy on the minimum acceptable operational standards and requirements for transport suitable for use by children with a disability?</i>	Y		
8.2.7	<i>Are these children making use of the transport covered by passenger liability insurance?</i>	Y		
8.3	Do passengers pay a fare?	Y		
8.4	If they do, how is the fare calculated? – fare structure			ACCORDING TO INCOME
8.5	Is transport funded/provided by an external entity/NGO or Government Department?		N	
8.6	If transport is provided by an external service provider, then:	N/A		
8.6.1	<i>What agreement is in place with the service provider?</i>	N/A		
8.6.2	<i>Is due process being followed to obtain the service of an external operator?</i>	N/A		
8.6.3	<i>What policies (sexual harassment, disciplinary policies etc) does the service provider have in place with regards to driver discipline knowing that children with disabilities are very vulnerable?</i>	N/A		

	AREA	Y	N	Comments
8.6.4	<i>Is there a system in place to deal with learner complaints regarding transport issues?</i>	N/A		
8.6.5	<i>How is the contract being monitored?</i>	N/A		
8.7	How often are vehicles examined in terms of roadworthiness?	Y		WEEKLY
8.8	All vehicles have up to date log books	Y		
8.9	All route are recorded and available with phone numbers of drivers and parents of children	Y		
8.10	Drivers have the required legal documentation e.g. PDD	Y		
8.11	Do drivers get regular sensitivity training with respect to Special Needs Children?	Y		
8.12	Does the driver have an assistant on the bus?	Y		
8.13	How is the transport service being monitored and how often?	Y		WEEKLY MEETINGS WITH DRIVERS & CARE GIVERS
8.14	What funding is required with regards to transport if any?			
8.14.1	<i>Does not have a vehicle to transport children, thus require funding to purchase a vehicle</i>	N		
8.14.2	<i>Have a vehicle/s but requires funding with regards to the maintenance cost ie fuel and vehicle services</i>	Y		FUEL – R20 000 PM MAINTENANCE – R5000 PM
8.14.3	<i>Have a vehicle/s but requires funding with regards to a driver</i>	N		
8.14.4	<i>Need assistance regarding trip schedules/routes</i>	N		
8.14.5	<i>Other assistance required</i>	N		
9.	ADMISSIONS			
9.1	Have children attending the school been assessed before being admitted to the centre?	Y		
9.2	Have they been assessed by professionals in the Health system?	Y		
9.3	Have they been assessed by Professionals or teachers in the education system?	Y		
9.4	Have the children been placed on a register of children who have been exempted from compulsory schooling as per SASA Section 4.1?	Y		
9.5	Are there children on a waiting list for admission to the centre? If yes, how many?	Y		8
9.6	Does the centre know of any children who are still at home and in need of care? If so how many?	N		

CHECKLIST COMPLETED BY		
TEAM LEADER NAME: MRS J. L. HOODS	SIGNATURE: 	DATE: 21 May 2014
ADDITIONAL COMMENTS		
NONE		

POSSIBLE GRADING OF CENTRE: - SHORT MOTIVATION

WELL RESOURCED:

MODERATELY RESOURCED:

POORLY RESOURCED:

Facility is poorly resourced as earlier stated it will greatly benefit from extra cash.

PROVINCIAL SUMMARY OF ALL CENTRES AUDITED THROUGH THE SURVEY

NAME OF PROVINCE:

NAME OF PROVINCIAL COORDINATOR OF THE SURVEY:

CONTACT DETAILS:[illegible]