



# WHAT WILL A SOCIAL WORKER ASSESS ON SITE?



**You will need to complete your Silver/Gold application and upload your documents on eCares.**

IMPORTANT NOTE: A social worker may visit your site even before you submit your documents on eCares. It is therefore important to have all your on-site documents AND submission documents available during the visit.

During the visit, they will check if your programme meets the requirements for registration and whether your environment is safe and stimulating for children.

**This may include:**

- o Checking if your building is safe for children
- o Looking at your learning programme and activities
- o Confirming your health and safety practices (confirmed in Bronze)

**Submission (S) Documents uploaded to eCares:**

- o Business Plan: Discipline policy & Daily programme
- o Approved building plan/application for building plan/hand drawn site plan (centre-based only)
- o Emergency plan
- o ECD qualification NQF Level 1–6, or an appropriate ECD qualification or accredited short course (e.g. EDTP SETA, QCTO, SACE), or proof of at least 3 years' work experience (work contract or CV) for the supervisor/applicant/any staff member.

**On-site Documents during the social worker visit:**

- o Medicine Register
- o Discipline Register
- o Structural disaster and emergency procedures (Gold only)
- o Accident and incident register
- o Health, illness and hygiene policy
- o Attendance Register
- o Child admission form