



Independent Quality Assurance Agency

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**IQAA EARLY CHILDHOOD DEVELOPMENT  
COMPLIANCE CHECKLIST  
2018**

*This form should be completed and signed by the principal and mentor. The completed and signed compliance checklist should be returned to the IQAA office by the mentor.*

SCHOOL and MENTOR DETAILS					
A	School Name	Somerset House	School Address	Drama Street, Somerset West	
B	Principal's Name	Chris Storey	Principal's Signature	<i>[Signature]</i>	
C	Mentor's Name	Jenny Masterson	Mentor's Signature	<i>[Signature]</i>	
D	ISASA Regional Director's Name				
	YEAR/S OF PREVIOUS IQAA EVALUATIONS		First cycle evaluation = 2007 Second cycle evaluation = 2012.		
	TYPE OF MODEL IN PREVIOUS IQAA EVALUATION/S (Please tick the appropriate model)		Model A (Core) Model B (Comprehensive) Add-on services		
	<b>COMPLIANCE INDICATORS</b>	<b>Y</b>	<b>N</b>	<b>NOTES</b>	<b>COMMENTS</b>
	<b>Governance and Management</b>				
1	Does the school have a constitution/founding document?	<input checked="" type="checkbox"/>		The constitution should be in accord with the school's legal structure.	<input checked="" type="checkbox"/>
2	Is there a properly constituted governing body with adequate expertise, representation of the school community and, where possible, some independent members? (Please indicate if otherwise, in the 'comment' column)	<input checked="" type="checkbox"/>		The governing body's composition, powers, responsibilities and duties should be laid down in the school's constitution	<input checked="" type="checkbox"/>
3	Are there sufficient financial resources to sustain the long-term operation of the school and meet the obligations to the learners?	<input checked="" type="checkbox"/>			

Independent Quality Assurance Agency Directors:

Samuel Isaacs (Chairman)  
Ebrahim Ansur • John Falconer • Stephen Lowry •  
• Anne Oberholzer • Mark Potterton • Confidence Dikgole  
Michael Hosty (Acting Executive Director)  
Lynne Rivett-Carnac (Mentor Representative)

4	Are there plans in place in the event of the closure of the school including: <input type="checkbox"/> The future of the learners <input type="checkbox"/> Severance package for staff <input type="checkbox"/> Disposal of resources	✓	This reflects a primary concern that the interests of learners and staff should be protected, and if the school has to cease operating, then it has a process providing for adequate notice, short-term continuance, and transfer.	
5	Is the school registered with the relevant state and/or provincial departments eg National Dept of Social Development, Health, and Education department?	✓	Please attach a copy of the most recent registration documents or supply the Registration Numbers in the absence of any certificate.	Attached.
6	Is the school accredited by any external body? Write the name of the body in the comments column	✓	Please attach a copy of the most recent registration document or supply the name of the body and the date that the accreditation was given	Umalusi
7	Is the school compliant with the ISASA document entitled 'Conditions for Membership'?	✓		
8	Is a copy of the ISASA Conditions of Membership accessible and displayed?	✓		
<b>Finance</b>				
9	Does the school have strategic, business and operational plans for both the short and longer term?	✓	These will usually be for one-year and three-year (or more) periods.	✓
10	Is there a properly planned and managed annual budget and an annual audit?	✓		
11	Does the school have a tax number, and company registration?	✓	Please provide this as appropriate.	letter from SARS
12	Does the school have appropriate insurance?	✓	(See Appendix in School in a Mirror)	✓
<b>Values and Ethos</b>				
13	Does the school promote and display its commitment to ideals of <ul style="list-style-type: none"> <li>• Equity</li> <li>• Justice</li> <li>• Inclusivity</li> <li>• Diversity</li> <li>• Service to the community</li> <li>• Service to the values of ISASA?</li> </ul>	✓		
14	Are the school's values clearly displayed in its vision and mission statements?	✓		
<b>Policies and Procedures</b>				
15	Does the school have an admission and employment policy that promotes all forms of inclusivity?	✓	The admission and employment policies should uphold the values enshrined in the South African Constitution	✓
16	Does the school have policies in place that		The policies should be accessible.	

	amongst others, cover: <input type="checkbox"/> Health <input type="checkbox"/> Nutrition <input type="checkbox"/> Safety <input type="checkbox"/> Records	✓	and be seen to be implemented by the school	
17	Are children's rights clearly displayed and respected in policies and procedures?	✓	Corporal punishment and any other forms of humiliating punishments are strictly prohibited.	✓
<b>Staff</b>				
18	Does the school have a duly appointed principal, appropriately qualified and experienced in Early Childhood Development?	✓	He/she should be appointed in terms of the school's constitution, be registered with SACE (only in SA), and have qualifications and experience appropriate to Early Childhood Development.	✓
19	Does the school have sufficient ECD properly qualified staff to cater for the number of children in its care?	✓	This should be in line with the 'Guidelines for ECD Services' booklet.	✓
20	Does the school exercise due care and responsibility for the safety of its children in vetting the appointment of all staff on the campus with appropriate background checks and Police Clearance Certificates?	✓	<i>The Child Protection Act and the Criminal Law (Sexual Offences and Related Matters) Amendment Act both stress the need to vet all staff who come into contact with children. Section 123 of the Children's Act No 38 of 2005 as amended, stipulates that any person whose name is listed in Part B of the Child Protection Register (CPR) may not work with children.</i>	✓
21	Can the school provide evidence of the vetting in the form of Clearance Certificates?	✓		
<b>Facilities</b>				
22	Are the premises and facilities, including specialist facilities, sufficient and appropriate for the school's programmes of all kinds?	✓	This should be in line with the guidelines for use and size of space per child for indoors (1,5 sq m) and outdoors (2 sq m).	✓
23	Is the school compliant with the NOSA Integrated 5 Star System Guideline for Schools', and consciously tries to follow it?	✓	ISASA and NOSA have a document applicable to auditing and implementing appropriate health, safety and environmental systems in schools.	NOSA certificate attached
24	Has the school undertaken a NOSA or other OHS audit such as Wallon's audit?	✓	Please supply a copy of the certificate, or the Registration Number as appropriate	↓