

# SOME USEFUL RESOURCES

## Selected contacts and resources

### Purpose

This list of contacts, services and resources is by no means exhaustive, but merely illustrative of the kinds of government and non – government programmes and services that are available to schools. It is intended as a stimulus to get each school management team to develop their own data base or list of contacts and resources.

### What to do

While it is hoped that you will draw on and use the information provided in this list to build a range of support services in your school, the task of the SMT is also to expand the list. You need to include organisations that operate in your community and neighbouring areas. Draw on local resources, individuals or organisations that will help to create the network of support that is necessary for addressing HIV and AIDS, poverty and any other related socio-economic barriers to learning that impact on the learners in your school. Also endeavour to identify organisations that may be able to offer support to teachers infected or affected by HIV and AIDS.

### Government departments and services

Government department	Service provided	Operates	Contact
<b>South African Social Services Agency (SASSA)</b>	<b>Social grants and services</b> Contact regional SASSA offices for details of district and satellite offices.  Services include: <ul style="list-style-type: none"> <li>• Various types of social grants</li> <li>• Social assistance such as referrals to Social Workers, food parcels and more.</li> </ul>	Nationally	<b>Grants toll free helpline: 0800 60 10 11</b>  <b>National office:</b> 012 400 2245 <a href="http://www.sassa.gov.za">www.sassa.gov.za</a>
		Eastern Cape	Tel: 043 707 6460
		Free State	Tel: 051- 409 0809/0805,
		Gauteng	Tel: 011 241 835
		KwaZulu Natal	Tel 033 846 3300.
		Limpopo	Tel: 015 291 7400
		Mpumalanga	Tel: 013 752 5400
		North West	Toll free number: 0800 601 011
		Northern Cape	Tel: 053 802 4900
Western Cape	Toll Free number 0800 220 250 Tel: 021 469 0200		
<b>Department of Home Affairs</b>	<b>Identity documents, birth, marriage and death certificates</b>  These are required as supporting documentation for various social grants	Nationally	
		Eastern Cape	043 643 4608
		Free State	051 403 9100
		Gauteng	011 836 3228
		KwaZulu Natal	031 308 7900
		Limpopo	015 295 5220
		Mpumalanga	013 753 3131
		North West	018 462 6720
		Northern Cape	053 839 5400
Western Cape	021 462 4970		

Government department	Service provided	Operates	Contact
Department of Education (DoE)	<b>National School Nutrition Programme.</b> Contact the national toll free helpline or your provincial office for information about the School Nutrition Programme.	Nationally	<b>National Toll free helpline: 0800 202 933</b>  <b>National Office:</b> 012 312 5081 Web: <a href="http://www.ed.gov.za">www.ed.gov.za</a>
		Eastern Cape	040 608 4711
		Free State	051 448 2738
		Gauteng	011 355 0556
		KwaZulu Natal	033 264 1504/5
		Limpopo	015 290 0319
		Mpumalanga	013 766 5458
		North West	018 389 8064
		Northern Cape	053 839 6329
Western Cape	021 467 2297		
Department of Agriculture Forestry and Fisheries (DAFF)	<b>Division of Food Security</b> has as one of its aims to: <ul style="list-style-type: none"> <li>• Stimulate food production to ensure that the vulnerable groups in our society becomes food secure.</li> <li>• To achieve this, the Division of Food Security provides production inputs such as seeds, fertilizers, gardening tools and technical advice.</li> </ul>	National	The Director: Food Security Tel: 012 319 6736 E-mail: <a href="mailto:DFS@nda.agric.za">DFS@nda.agric.za</a>  Web: <a href="http://www.daff.gov.za">www.daff.gov.za</a>
		Eastern Cape	Tel. 040 609 3490/1
		Free State	Tel. 051 861 1258
		Gauteng	Tel. 011 355 1447.
		KwaZulu Natal	Tel. 033 355 9119
		Mpumalanga	Tel. 013 759 4119.
		Northern Cape	Tel. 053 831 4012
		Limpopo	Tel: 015 295 7090
		North West	Tel. 018 299 6648.
Western Cape	Tel. 021 808 5100		
DoE Thutong Portal	<b>South African National Education website</b> that provides information, policy and guidelines on Curriculum, Professional Development, Educational Administration and Management, as well as learning and teaching materials for all learning areas and levels.	Nationally	Web: <a href="http://www.thutong.doe.gov.za">www.thutong.doe.gov.za</a>

## Statutory bodies and parastatals

Statutory Body	Type of service / programmes offered	Operates	Contact
<b>Education Labour Relations Council (ELRC) in partnership with various teacher unions</b>	<p><b>Counselling, support and treatment for teachers.</b>                      The Prevention Care and Treatment Action (PCTA) HIV and AIDS workplace intervention programme for teachers and their families. The PCTA programme offers all primary and secondary educators in South Africa's government schools:</p> <ul style="list-style-type: none"> <li>• information on HIV prevention, healthy living, access to Voluntary Counselling and Testing (VCT);</li> <li>• Free access to confidential Anti-Retroviral Therapy (ART) and</li> <li>• care and support for those living with and affected by HIV/AIDS.</li> </ul>	Nationally	Contact this office to find out where free and confidential support services for teachers are available in your province Executive manger: Dr Puleng Ramataboe and Project officer: Wes Wrightson Tel: 012 643 0305 Email: <a href="mailto:Officer.pcta@elrc.co.za">Officer.pcta@elrc.co.za</a> Web: <a href="http://www.elrc.co.za">www.elrc.co.za</a>
<b>Matthew Goniwe School of Leadership and Governance</b>	<ul style="list-style-type: none"> <li>• <b>Training and resources in school leadership and governance</b></li> </ul>	Gauteng	Tel: 011 830 2200 Web: <a href="http://www.mgslg.co.za">www.mgslg.co.za</a>

## Non – government organisations

Organisation	Type of service / programmes offered	Operates	Contact
<b>AIDS helpline</b>	<p><b>The National AIDS Helpline</b> provides a confidential, anonymous 24-hour toll-free telephone counselling, information and referral service for those infected and affected by HIV and AIDS.</p> <ul style="list-style-type: none"> <li>• <b>Telephone Counselling:</b> Providing counselling to those battling to cope with the emotional consequences of the pandemic.</li> <li>• <b>Treatment Line:</b> This Line is manned by professional Nurses. They provide quality, accurate and anonymous telephone information and/or education on antiretroviral, TB and STI treatment. They also provide relevant specialised medical referrals to individuals affected and infected by HIV and AIDS in South Africa.</li> </ul>	Nationally	<b>The National toll free 24 hr AIDS Helpline: 0800-012-322</b>

Organisation	Type of service / programmes offered	Operates	Contact
<b>Catholic Institute of Education (CIE)</b>	<b>The CIE HIV/AIDS Prevention and Gender Unit runs educational programmes</b> that assists primary, secondary and special schools throughout South Africa to develop programmes, policies and procedures for preventing HIV and AIDS and mitigating its impact in schools.	Offices in: Gauteng Free state KwaZulu Natal Limpopo North West Northern Cape	Gauteng HO Tel: 011 433 1888 Email: <a href="mailto:info@cie.org.za">info@cie.org.za</a>  Web: <a href="http://www.cie.org.za">www.cie.org.za</a>
<b>Childline (South Africa)</b>	<b>A range of programmes that support vulnerable children</b> are delivered through the provincial offices. These include: <ul style="list-style-type: none"> <li>• Crisis Line</li> <li>• Child Rights,</li> <li>• Prevention &amp; Education</li> <li>• Training of Volunteers</li> <li>• Training of other professionals who work in child protection and children</li> <li>• Therapy for abused and traumatized children and their families</li> <li>• Court preparation for child witnesses</li> </ul>	National office	<b>National toll free 24hr helpline 0800 055 555</b> Web: <a href="http://www.childlinesa.org.za/">www.childlinesa.org.za/</a>
		Eastern Cape	Tel: 041 453 0441 Web: <a href="http://www.pechildline.co.za">www.pechildline.co.za</a>
		Western Cape	Tel: 021 762 8198 Web: <a href="http://www.lifelinewc.org.za/childline/services.htm">www.lifelinewc.org.za/childline/services.htm</a>
		Free State	Tel: 051 430 3311 E-mail: <a href="mailto:bfncchild@internext.co.za">bfncchild@internext.co.za</a>
		KwaZulu Natal	Tel: 031 312 0904 Web: <a href="http://www.childlinekzn.org.za">www.childlinekzn.org.za</a>
		Mpumalanga	Tel: 013 752 2770 Email: <a href="mailto:childlineadmin@xsinet.co.za">childlineadmin@xsinet.co.za</a>
		Limpopo	Tel: 015 291 3019 Email: <a href="mailto:childlinelimpopo@mweb.co.za">childlinelimpopo@mweb.co.za</a>
		North west province	Tel: 018 297 4411 Email: <a href="mailto:alicecarnell@telkomsa.net">alicecarnell@telkomsa.net</a>
		Gauteng	011 645 2000 Web: <a href="http://www.childline.org.za/start.htm">www.childline.org.za/start.htm</a>
<b>Children in Distress (CINDI) Network</b>	The CINDI network of about 150 organisations, contribute towards a multi-sectoral, network of civil society and government agencies that implement <b>diverse care and prevention programmes for children affected and infected by HIV AND AIDS.</b>	KwaZulu Natal	Tel: 033 345 7994  Email: <a href="mailto:info@cindi.org.za">info@cindi.org.za</a>  Web: <a href="http://www.cindi.org.za">www.cindi.org.za</a>
<b>DramAidE</b>	A large range of services focusing on HIV and AIDS prevention, support to OVC, health promotion, teacher training.	KwaZulu Natal	Durban Office Tel 031 260 1563 Zululand office: 035 792 9131 Web: <a href="http://www.DramAidE.co.za">www.DramAidE.co.za</a>

Organisation	Type of service / programmes offered	Operates	Contact
<b>FAMSA</b> Family and Marriage Association of South Africa	Services offered: <ul style="list-style-type: none"> <li>• <b>Counselling</b></li> <li>• <b>Education programmes in:</b> Life Skills and AIDS awareness and prevention</li> <li>• Training programmes in:                             <ul style="list-style-type: none"> <li>- Trauma counseling</li> <li>- Community development</li> </ul> </li> </ul>	Nationally	Contact the national office or check the website to get contact details of provincial and district offices.  <b>National Office:</b> Tel: 011 975 7107 Email: <a href="mailto:national@famsa.org.za">national@famsa.org.za</a> Web: <a href="http://www.famsa.org.za">www.famsa.org.za</a>
<b>Johannesburg Parent and Child Counselling Centre (JPCCC).</b>	<b>JPCCC offers child and family counseling</b> including school based counseling programmes.	Gauteng Johannesburg	Tel: 011 484 1734
<b>Life Line</b>	Life Line provides an anonymous and confidential <b>counseling service</b>	Nationally	<b>24 hr National Counselling Line 0861 322 322</b>
<b>Link Community Development (LCD)</b>	Link works in partnership with provincial departments of education to <b>improve the quality of education in rural schools</b> and to raise awareness and improve understanding of HIV & AIDS in districts, schools and school communities.  <b>Link offers HIV/AIDS Action Planning – training.</b>	Gauteng E cape N Cape	Tel: 012 663 8560  Web: <a href="http://www.lcd.org.za">www.lcd.org.za</a>
<b>MiET(A) Media in Education Trust (Africa)</b>	<b>Through its Schools as Centres of Care and Support programme and its focus on implementing Inclusive Education</b> , MiET, in partnership with the KZN and NW Departments of Education offer: <ul style="list-style-type: none"> <li>• support for after-school and out-of-school children</li> <li>• support for caregivers</li> <li>• support for teachers</li> <li>• multi-sectoral collaboration</li> <li>• implementing an Inclusive Education system</li> </ul>	KwaZulu Natal, NW Province, E Cape	Tel: 031 273 2300 Web: <a href="http://www.miet.co.za">www.miet.co.za</a>
<b>NOAH Nurturing Orphans of AIDS for Humanity</b>	NOAH focuses on <b>building the capacity of communities to care for their orphaned and vulnerable children (OVC)</b> by helping communities to set up “arks” or centres which offer the following services to OVC: <ul style="list-style-type: none"> <li>• Home visits</li> <li>• Accessing grants</li> <li>• Food gardens</li> <li>• Feeding schemes</li> <li>• Resource Centres providing day and after care</li> </ul>	Gauteng and KwaZulu Natal	Gauteng Tel: 011 234 2270/71  KwaZulu Natal Tel: 031 566 5395 or 031 566 5054  Email: <a href="mailto:admin@noahorphans.org.za">admin@noahorphans.org.za</a>  Web: <a href="http://www.noahorphans.org.za">www.noahorphans.org.za</a>

Organisation	Type of service / programmes offered	Operates	Contact
<b>POWA</b> People Opposing Women Abuse and <b>Rape Crisis</b>	<b>Rape and sexual assault counseling</b> <ul style="list-style-type: none"> <li>Both organizations offer counselling service to women and men, over the age of 16, who have been raped or sexually assaulted.</li> </ul>	Gauteng and W Cape	<b>POWA Helpline: 083 765 1235</b> Web: <a href="http://www.powa.co.za/">www.powa.co.za/</a>  <b>Rape Crisis Counselling Line: 021 447 9762</b> <a href="http://www.rapecrisis.org.za">www.rapecrisis.org.za</a>
<b>Sopiatown Community Psychological Services</b>	<b>Counselling Programme</b> offers a comprehensive counselling service for individuals (including children and adolescents), couples and families.	Gauteng Johannesburg	Physical Address: 21 Annadale Street Martindale 2092 Tel: 011 673 1473 Email: <a href="mailto:rocs@mweb.co.za">rocs@mweb.co.za</a>
<b>SANCA</b> South African National Council on Alcoholism and Drug Dependence	<ul style="list-style-type: none"> <li>SANCA provides a range of services around the <b>prevention and treatment of alcohol and drug abuse.</b></li> <li>SANCA operates clinics in all provinces, contact the national office or check their website to get information as to where your nearest SANCA clinic is located.</li> </ul>	Nationally	National office Tel: 011 781 6410 Email: <a href="mailto:sanca@sancanational.org.za">sanca@sancanational.org.za</a> Web: <a href="http://www.sancanational.org.za">www.sancanational.org.za</a>
<b>Save the Children (UK)</b>	Save the Children has developed the concept of <b>Child Care Forums</b> and the <b>Caring Schools Programme</b> , both of which work together with local non-profit organisations, the community and various government departments to help address the basic needs of orphans and vulnerable children. Children receive help in the form of food support, psychosocial support, school uniforms and assistance in accessing state grants.	Free State and Limpopo	Tel: 012 430 7775  Web: <a href="http://www.savethechildren.org.za">www.savethechildren.org.za</a>
<b>University of Pretoria Continuing Education</b>	<b>Financial management for non-financial managers – short courses</b>	Gauteng	Email: <a href="mailto:Info.ce@up.ac.za">Info.ce@up.ac.za</a> 012 420 5015

## Selected resources

Organisation	Resources available for free download	Contact
<b>ACCESS</b> Alliance for Children's Entitlement to Social Security	<ul style="list-style-type: none"> <li>Booklets and fact sheets containing information on:                             <ul style="list-style-type: none"> <li>- Grants</li> <li>- The Means Test</li> <li>- School fee exemption<sup>3</sup></li> </ul> </li> <li>How to Run a Jamboree: A guide that provides information on bringing social services to your community</li> </ul>	Tel 021 761 0117 Web: <a href="http://www.access.org.za">www.access.org.za</a>
<b>Childline</b>	<b>Child Protection at School</b> <ul style="list-style-type: none"> <li>Managing an Abused Learner</li> <li>Procedures for Reporting Abuse</li> <li>Disclosure of Abuse</li> <li>Recognising Child Abuse</li> <li>Positive Discipline</li> <li>Bullying in Schools</li> </ul>	Web: <a href="http://www.childlinesa.org.za">www.childlinesa.org.za</a>
<b>Children's Institute</b> University of Cape Town	<ul style="list-style-type: none"> <li><i>Champions for Children Handbook: How to build a caring school community</i></li> <li><i>The journey of hope: Creating a network of care for the children of Luckau Village</i></li> </ul>	Tel: 021 6985404 Email: <a href="mailto:info@ci.org.za">info@ci.org.za</a> Web: <a href="http://www.ci.org.za">www.ci.org.za</a>
<b>Department of Education (DoE)</b>	<b>Key DoE policy and guideline documents which frame this guide and toolkit:</b> <ul style="list-style-type: none"> <li>DoE (1999) <i>National Policy on HIV/AIDS for Learners and Educators in Public Schools, and Students and Educators in Further Education and Training Institutions.</i></li> <li>DoE (2000) <i>Implementation Plan for Tirisano 2000-2004</i></li> <li>DoE (2000) <i>Norms and Standards for Educators</i></li> <li>DoE (2001) <i>Education White Paper 6 Special Needs Education: Building an Inclusive Education and Training System.</i></li> <li>DoE (2003) <i>Develop an HIV and AIDS plan for your school</i></li> <li>DoE (2003) <i>HIV and AIDS in your school: What parents need to know.</i></li> <li>DoE (2005) <i>HIV Emergency Guidelines for Educators.</i></li> </ul>	Web: <a href="http://www.ed.gov.za">www.ed.gov.za</a>
<b>Health Development Africa (HDA)</b>	<i>Circles of Support Toolkit: Keeping Vulnerable Children in School</i>	Tel: 011 484 8217 Email: <a href="mailto:info@hda.co.za">info@hda.co.za</a> Web: <a href="http://www.hda.co.za">www.hda.co.za</a>
<b>Matthew Goniwe School of Leadership and Governance</b>	Resources on school leadership and governance.	Tel: 011 830 2200 Web: <a href="http://www.mgslg.co.za">www.mgslg.co.za</a>
<b>RAPCAN</b> Resources Aimed at the Prevention of Child Abuse and Neglect.	RAPCAN produces resources aimed at the prevention of child abuse and neglect. These include materials dealing with: <ul style="list-style-type: none"> <li>• Corporal punishment and positive discipline</li> <li>• Child abuse and neglect</li> <li>• Children and gangs</li> <li>• Crime prevention</li> <li>• Prevention work with boys</li> </ul>	Tel: 021 712 2330 Email: <a href="mailto:cpss@rapcan.org.za">cpss@rapcan.org.za</a>

<sup>3</sup> The term *Jamboree* refers to a Government Services Registration Day which is organised to bring a range of government services to the community on a once off basis.

Organisation	Books and Manuals (available directly from organisations)	Contact
<b>Matthew Goniwe School of Leadership and Governance and Gauteng Department of Education</b>	<ul style="list-style-type: none"> <li>• <i>Orientation to HIV and Networking: Training manual &amp; Facilitator Guide School Governing Bodies (SGBs) and Representative Councils for Learners (RCLs) (2005)</i></li> </ul>	Tel: 011 830 2200 Web: <a href="http://www.mgslg.co.za">www.mgslg.co.za</a>
<b>MiET(A) Media in Education Trust (Africa)</b>	<ul style="list-style-type: none"> <li>• <i>A resource for turning your school into a centre of care and support: Handbook.</i> Dyason, B. &amp; Jackson, J. MiET Africa trading as Africa Ignite (2006)</li> <li>• HIV/AIDS curriculum support materials: <i>Learn about healthy living (2002)</i> Deals with living positively with HIV AIDS (Educator and Learner Guides)</li> </ul>	Tel: 031 273 2300 Email: <a href="mailto:dawn@miet.co.za">dawn@miet.co.za</a> Web: <a href="http://www.miet.co.za">www.miet.co.za</a>
<b>Sacred Heart College</b>	<i>Educate with Mind and Heart</i> A workbook on Pastoral Care for South African Schools. Written by: R Picas	Tel: 011 487 9000 Email: <a href="mailto:ewmh@sacredheat.co.za">ewmh@sacredheat.co.za</a> Web: <a href="http://www.sacredheart.co.za">www.sacredheart.co.za</a>
<b>Sophiatown Community Psychological Services</b>	<i>Elements of Counselling: A Handbook for Counsellors in Southern Africa</i> written by: Schoon, J., Gower, L. and Kotze. V. (2005)	Tel: 011 673 1473 Email: <a href="mailto:rocs@mweb.co.za">rocs@mweb.co.za</a>
<b>Soul City Institute for Health and Development Communication</b>	<ul style="list-style-type: none"> <li>• <i>Supporting Vulnerable Children: A Guide for School Governing Bodies (2006)</i></li> <li>• HIV and AIDS Workbook series, free booklets on:                             <ul style="list-style-type: none"> <li>- Counselling skills for non-counsellors and</li> <li>- Living Positively with HIV</li> </ul> </li> </ul>	Tel: 011 341 0360 Email: <a href="mailto:soulcity.org.za">soulcity.org.za</a> Web: <a href="http://www.soulcity.org.za">www.soulcity.org.za</a>