

# Resources

This section provides copies of the screening tools discussed in this handbook, guidelines around applying for a Maintenance Order or Child Support Grant and referral tools.

## Content

1. Screening tools
2. Maintenance Orders
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## 8.1 Screening tools

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The screening tools in this section can be copied and used for screening. Some of the screening tools are provided in English, Afrikaans, isiXhosa and French.

**My feelings now that I am pregnant/have had a baby.**

As you are pregnant/have had a baby, we would like to know how you are feeling. It may assist us in choosing the best care for your needs. The information you provide us will be kept private and confidential. There is a choice of four answers for each question. Please mark the one that comes closest to how you have felt in the past seven days, not just how you feel today.

**In the past seven days:****1. I have been able to laugh and see the funny side of things:**

- As much as I always could
- Not quite so much now
- Definitely not so much now
- Not at all

**2. I have looked forward with enjoyment to things:**

- As much as I ever did
- A little less than I used to
- Much less than I used to
- Hardly at all

**3. I have blamed myself when things went wrong, and it wasn't my fault:**

- Yes, most of the time
- Yes, some of the time
- Not very much
- No, never

**4. I have been worried and I don't know why:**

- No, not at all
- Hardly ever
- Yes, sometimes
- Yes, very much

**5. I have felt scared or panicky and I don't know why:**

- Yes, quite a lot
- Yes, sometimes
- No, not much
- No, not at all

**6. I have had difficulty in coping with things:**

- Yes, most of the time I haven't been managing at all
- Yes, sometimes I haven't been managing as well as usual
- No, most of the time I have managed quite well
- No, I have been managing as well as ever

**7. I have been so unhappy I have had difficulty sleeping:**

- Yes, most of the time
- Yes, sometimes
- Not very much
- No, not at all

**8. I have felt sad and miserable:**

- Yes, most of the time
- Yes, quite a lot
- Not very much
- No, not at all

**9. I have been so unhappy that I have been crying:**

- Yes, most of the time
- Yes, quite a lot
- Only sometimes
- No, never

**10. I have thought of harming myself or ending my life:**

- Yes, quite a lot
- Sometimes
- Hardly ever
- Never

Thank you

**My gevoelens nou dat ek swanger is/my baba gekry het.**

Nou dat jy swanger is/die baba het, wil ons graag weet hoe jy voel. Dit mag ons help om die beste sorg vir jou behoeftes te beplan. Die inligting wat jy aan ons verskaf sal privaat en vertroulik hanteer word.

Daar is 'n keuse van vier antwoorde vir elke vraag. Omsirkel asseblief die antwoord wat die beste beskryf hoe jy gedurende die afgelope sewe dae gevoel het, nie net hoe jy nou vandag voel nie.

**Gedurende die afgelope sewe dae:****1. Kon ek die snaakse kant van dinge sien:**

- So maklik soos ek altyd kon
- Nie heeltemal so maklik nie
- Defnitief nie so maklik nie
- Glad nie

**2. Kon ek met genot na dinge uitsien:**

- So baie soos ek altyd het
- 'n Bietjie minder as wat ek altyd het
- Baie minder as wat ek gewoonlik het
- Amper glad nie

**3. Het ek myself blameer wanneer dinge verkeerd gaan, al was dit nie my skuld nie:**

- Ja, meeste van die tyd
- Ja, soms
- Nee, nie dikwels nie
- Nee, nooit nie

**4. Was ek bekommerd en ek weet nie hoekom nie:**

- Nee, glad nie
- Omtrent nooit
- Ja, soms
- Ja, dikwels

**5. Het ek bang en paniekerig gevoel en ek weet nie hoekom nie:**

- Ja, nogal baie
- Ja, soms
- Nee, nie so baie nie
- Nee, glad nie

**7. Het ek gesukkel om dinge te hanteer:**

- Ja, meeste van die tyd sukkel ek om dinge te hanteer
- Ja, soms hanteer ek dinge nie so maklik soos gewoonlik nie
- Nee, meesal hanteer ek dinge redelik goed
- Nee, ek hanteer dinge so goed as wat ek altyd kon

**7. Was ek so ongelukkig dat ek sleg geslaap het:**

- Ja, meeste van die tyd
- Ja, soms
- Nie dikwels nie
- Nee, glad nie

**8. Het ek hartseer en ongelukkig gevoel:**

- Ja, meeste van die tyd
- Ja, nogal dikwels
- Nie dikwels nie
- Nee, nooit nie

**9. Was ek so hartseer dat ek gehuil het:**

- Ja, meeste van die tyd
- Ja, dikwels
- Net soms
- Nee, nooit

**10. Die idee om myself leed aan te doen het al by my opgekom:**

- Ja, nogal dikwels
- Soms
- Amper nooit
- Nooit

Baie dankie

## Edinburgh Postnatal Depression Scale (EPDS)

isiXhosa

Indlela endiziva ngayo ngexa ndikhulelweyo naxa disasandula ukufumana umntwana.

Njengokuba ukhulelewe okanye usandula ukufumana usana sifuna ukwazi ukuba uziva njani. Oko kungasanceda ukukhetha eyona ndlela esingathi sancedisane nemfuno zakho. Yonke inkcazelo oyakuthi usinike yona izakugcinwa iyimfihlo.

Kunentlobo ezine zempendulo kumbuzo ngamnye, Nceda yenza isangqa kwenye ethe yasondela kwindlela ubuziva ngayo kwintsuku ezisixhenxe ezidlulileyo, hayi ngendlela oziva ngayo ngoku.

**Kwintsuku ezisixhenxe ezidlulileyo:**

**1. Ndibenakho ukubona icala lezinto ezingalunganga:**

- Kangangoko bendisenza
- Hayi kangako
- Ngokuqinesekileyo akukho kangako ngoku
- Akukho kwaphela

**2. Izinto ndizijonga ndinolonwabo:**

- Njengoko bendihlala ndisenza
- Kancinane kunokuba ndisenza
- Kancinci kakhulu kunokuba bendisenza
- Hayi konke konke

**3. Bendibeka ityala kum xa izinto zingandihambeli kakhule, ibe ingeyompazamo yam:**

- Ewe amaxesha amaninzi
- Ewe ngelinye ixesha
- Hayi kangako
- Hayi kwaphela

**4. Bendikhathazekile kwaye ndingamazi unobangela:**

- Hayi konke konke
- Kunqabile ukuba kwenzeka
- Ewe ngamanye amaxesha
- Ewe kakhulu

5. Bendiziva ndisoyika okanye ndinexhala kwaye ndingamazi unobangela:

- Ewe kakhulu
- Ewe ngamanye amaxesha
- Hayi kangako
- Hayi konke konke

6. Ndifumene ubunzima kakhulu ukumelana nezinto:

- Ewe ixesha elininzi bendikwazi ukumelana nezinto
- Ewe ngelinye ixesha bendingakwazi ukumelana nezinto ngendlela ebendimelana nazo ngayo
- Hayi ixesha elininzi bendiphumelela kakhulu
- Hayi bendingafumani bunzima kwaphela

7. Bendingonwabanga kakhulu kwaye bendifumana ubunzima xa kufuneka ndilele:

- Ewe ixesha elininzi
- Ewe ngalinye ixesha
- Hayi kangako
- Hayi konke konke

8. Bendizive ndibuhlungu kwaye ndixhalisekile:

- Ewe amaxesha amaninzi
- Ewe ngolonahlobo
- Hayi kangako
- Hayi konke konke

9. Bendingonwabanga kakhulu ndisoloko ndilila:

- Ewe ixesha elininzi
- Ewe ngolonahlobo
- Ngamanye amaxesha
- Hayi azange

10. Inginga yokuzenzakalisa ike yandifikela:

- Ewe ngolonahlobo
- Ngamanye amaxesha
- Ayizange kwaphela
- Ayizange

Enkosi kakhulu

**Mes sentiments, maintenant que je suis enceinte/que j'ai un bébé.**

Comme vous êtes enceinte/vous avez un bébé, nous aimerions savoir comment vous vous sentez. Cela nous aidera à choisir les meilleurs soins dont vous avez besoin. Les renseignements que vous nous fournirez demeureront privés et confidentiels.

Il y a un choix de quatre réponses pour chaque question. Encerclez celle qui se rapproche le plus de la manière dont vous vous êtes sentie **les sept derniers jours**, et pas seulement la manière dont vous vous sentez aujourd'hui.

**Les sept derniers jours:****1. J'ai été capable de voir le côté amusant des choses:**

- Autant que je l'ai toujours pu
- Pas autant maintenant
- Certainement pas autant
- Pas du tout

**2. J'ai attendu les événements avec impatience et plaisir:**

- Autant que je l'ai toujours fait
- Un peu moins qu'auparavant
- Bien moins que d'habitude
- Presque pas

**3. Je me suis blâmée quand les choses n'allaient pas bien et que ce n'était pas ma faute:**

- Oui, la plupart du temps
- Oui, quelquefois
- Pas beaucoup
- Non jamais

**4. J'étais inquiète, et je ne savais pas pourquoi:**

- Non, pas du tout
- Presque jamais
- Oui, quelquefois
- Oui, beaucoup

**5. Je me suis sentie effrayée et pleine de panique et je ne savais pas pourquoi:**

- Oui, beaucoup
- Oui, quelquefois
- Non, pas beaucoup
- Non pas du tout

**6. J'ai eu des difficultés à faire face aux événements:**

- Oui, la plupart du temps, je n'ai pas pu me débrouiller
- Oui, quelquefois, je n'ai pas pu me débrouiller comme d'habitude
- Non, la plupart du temps, je me suis assez bien débrouillée
- Non, je me suis pas débrouillée aussi bien qu'avant

**7. J'ai été si malheureuse, que j'ai eu des difficultés à dormir:**

- Oui, la plupart du temps
- Oui, quelquefois
- Pas beaucoup
- Non, pas du tout

**8. Je me suis sentie triste et misérable:**

- Oui, la plupart du temps
- Oui, beaucoup
- Non, pas beaucoup
- Non, pas du tout

**9. J'ai été si malheureuse que j'ai pleuré:**

- Oui, la plupart du temps
- Oui, beaucoup
- Quelquefois seulement
- Non, jamais

**10. La pensée de me faire du mal m'est venue:**

- Oui, souvent
- Quelquefois
- Presque jamais
- Jamais

Merci

**THE RISK FACTOR ASSESSMENT (RFA)**

**English**

**My situation now that I am pregnant/have had a baby.**

We are interested to find out how your situation is in your pregnancy/now that you have had your baby. This questionnaire may help us suggest extra care for you if necessary. Your answers will be kept confidential.

Please answer either **yes** or **no** to the following questions. Tick the box.

	Yes	No
1. I feel pleased about being pregnant/having had a baby.		
2. I have had some very difficult things happen to me in the last year (e.g. losing someone close to me, losing my job, moving home, etc.)		
3. My husband/boyfriend and I are still together.		
4. I feel my husband/boyfriend cares about me (say 'no' if you are not with him anymore).		
5. My husband/boyfriend or someone else in the household is sometimes violent towards me.		
6. My family and friends care about how I feel.		
7. I have experienced some kind of abuse in the past (e.g. physical, emotional, sexual, rape).		
8. My family and friends help me in practical ways.		
9. On the whole, I have a good relationship with my own mother (indicate 'no' if your mother has passed away).		
10. I have experienced one of the following in the past: miscarriage, abortion, stillbirth, or the death of a child any time after birth.		
11. I have had serious depression, panic attacks or problems with anxiety before.		

**NAME** \_\_\_\_\_

FOLDER NUMBER: \_\_\_\_\_ GRAV: \_\_\_\_\_

GESTATION: \_\_\_\_\_ PARA: \_\_\_\_\_

DATE: \_\_\_\_\_ EPDS: \_\_\_\_\_

AGE: \_\_\_\_\_ RFA: \_\_\_\_\_

## The Risk Factor Assessment (RFA)

Afrikaans

### My situasie nou dat ek swanger is/my baba gekry het.

Ons stel daarin belang om uit te vind wat jou situasie is in jou swangerskap. Hierdie vrae kan ons help om moontlik extra hulp vir jou aan te bied indien nodig. Jou antwoorde sal vertroulik hanteer word. Antwoord asseblief **ja** of **nee** op die volgende vrae. **Maak 'n kruisie.**

	Ja	Nee
1. Ek voel gelukkig nou dat ek swanger is/my baba het.		
2. Baie moeilike dinge het in die afgelope jaar met my gebeur (bv. iemand na aan my is dood, ek het my werk verloor, ek het getrek).		
3. My man/vriend en ek is nog bymekaar.		
4. Ek voel dat my man/vriend gee om vir my (merk Nee as julle nie meer bymekaar is nie).		
5. My man/vriend of iemand anders in die huis tree soms agressief teenoor my op.		
6. My familie en vriende gee om hoe ek voel.		
7. Ek was al in die verlede mishandel (bv. fisies, emosioneel, seksueel, verkrag).		
8. My familie en vriende help my op praktiese maniere		
9. Oor die algemeen het ek 'n goeie verhouding met my eie ma(merk Nee as jou ma reeds oorlede is).		
10. Ek het een van die volgende in die verlede ervaar: miskraam, aborsie, stilgeboorte, dood van my kind enige tyd na geboorte.		
11. Ek het van te vore aan ernstige depressie gelei, paniek aanvalle of probleme met angs gehad.		

NAME \_\_\_\_\_

FOLDER NUMBER: \_\_\_\_\_ GRAV: \_\_\_\_\_

GESTATION: \_\_\_\_\_ PARA: \_\_\_\_\_

DATE: \_\_\_\_\_ EPDS: \_\_\_\_\_

AGE: \_\_\_\_\_ RFA: \_\_\_\_\_

## The Risk Factor Assessment (RFA)

**Imeko endikuyo njengokuba ndikhulelwe/naxa ndifumene umntwana.**

Sinomdla wokwazi injani imeko okuyo njengokuba ukhulelewe okanye ufumene umntwana. Lemibuzo ingasinceda ukuthi sikwazi ukukubonelela ngoncedo xa kuyimfuneko. Impendulo yakho iyakugcinwa iyimfihlo. Nceda phendula apha **ewe** okanye **bayi** kulemibuzo ilandelayo. **Hlaba kwibhokisi.**

	Ewe	Hayi
1. Ndiziva ndixolile njengokuba ndinzima/njengokuba ndifumene umntwana.		
2. Ndibenezinto ezibuhlugu kakhulu ezindehleleyo kulonyaka uphelileyo (umzekelo ndaye ndaphulukana nomsebenzi, ndaphulukana nomntu owayesondele kakhulu kum, ndafuna indawo yokuhlala ngokutsha).		
3. Umyeni/isoka lam sisekunye kunye (uthi hayi ukuba anisahlali kunye).		
3. Ndicinga ukuba umyeni/isoka lam lindikhathalele kakhulu.		
5. Umyeni/isoka lam okanye omnye umntu endlini ngamanye amaxesha babanobundlongondlongo kum.		
6. Izizalwane kunye nezihlobo zam ziyikhathalele indlela endiziva ngayo.		
7. Ndifumene ingxaki yokuphatheka kakubi kwixesha elidlulileyo (umzekelo ngokwasemzimbeni, ngokwasemphefumleni, ngokwesondo nangokudlwengulwa).		
3. Izizalwane nezihlobo zam bezindinceda kwizinto ezenziwayo.		
9. Ngokupheleleyo ubuhlolo phakathi kwam nomama buhle kakhulu.		
10. Ndifumene ezingxaki kwixesha elidlulileyo: ukuphuma isisu, ukuqhomfa, ukuzala umntwana sele etshabile, okanye ukuswelekelwa ngumntwana sendimfumene.		
11. Ndike ndaba nokudakumba okuxhalabisayo komphefumlo, ndaziva ngathi. Ndivaleka umphefumlo, intliziyo ibetha ngamandla, ndinokudinwa okugqithileyo kwixesha elidlulileyo.		

NAME \_\_\_\_\_

FOLDER NUMBER: \_\_\_\_\_ GRAV: \_\_\_\_\_

GESTATION: \_\_\_\_\_ PARA: \_\_\_\_\_

DATE: \_\_\_\_\_ EPDS: \_\_\_\_\_

AGE: \_\_\_\_\_ RFA: \_\_\_\_\_

## The Risk Factor Assessment (RFA)

French

### Ma situation, maintenant que je suis enceinte.

Nous aimerions connaître votre situation durant votre grossesse. Ce questionnaire nous aidera à suggérer des soins supplémentaires pour vous, si c'est nécessaire. Vos réponses seront confidentielles.

	Oui	Non
1. Je suis heureuse d'être enceinte.		
2. J'ai connu des difficultés au cours de l'année dernière (par exemple: perte de quelqu'un de cher, perte de mon emploi, déménagement, etc).		
3. Mon mari/compagnon et moi sommes toujours ensemble.		
4. Je sens que mon mari/compagnon m'aime toujours (dites Non, si vous n'êtes plus avec lui).		
5. Mon mari/compagnon, ou quelqu'un d'autre à la maison est quelquefois violent avec moi.		
6. Ma famille et mes amis se soucient de la manière dont je Me sens.		
7. J'ai souffert quelque forme de mauvais traitement dans le passé (ex. physique, émotionnel, sexuel, viol).		
8. Ma famille et mes amis m'aident dans les choses pratiques.		
9. Dans l'ensemble, je jouis d'une bonne relation avec ma propre mère (écrivez ' non ', si votre mère est morte).		
10. J'ai subi l'un des chocs suivants dans le passé: fausse-couche, avortement, enfant mort-né ou la mort d'un enfant quelque temps après la naissance).		
11. J'ai souffert de dépression sérieuse, panique ou des problèmes d'anxiété au passé.		

NAME \_\_\_\_\_

FOLDER NUMBER: \_\_\_\_\_ GRAV: \_\_\_\_\_

GESTATION: \_\_\_\_\_ PARA: \_\_\_\_\_

DATE: \_\_\_\_\_ EPDS: \_\_\_\_\_

AGE: \_\_\_\_\_ RFA: \_\_\_\_\_

## The 5-Item Short Risk Factor Screen

We are interested to find out how your situation is in your pregnancy/now that you have had your baby. This questionnaire may help us suggest extra care for you if necessary.

Your answers will be kept confidential. Please answer either **yes** or **no** to the following questions. **Tick the box.**

	Yes	No
1. Have you had some very <b>difficult</b> things happen in the last year?		
2. Are you pleased about this pregnancy or now that you have had your baby?		
3. Is your partner supportive?		
4. Have you had problems with things like depression, anxiety or panic attacks before?		
5. Is your partner or someone at home sometimes violent towards you?		

NAME \_\_\_\_\_

FOLDER NUMBER: \_\_\_\_\_ GRAV: \_\_\_\_\_

GESTATION: \_\_\_\_\_ PARA: \_\_\_\_\_

DATE: \_\_\_\_\_ EPDS: \_\_\_\_\_

AGE: \_\_\_\_\_ RFA: \_\_\_\_\_

## 8.2 Maintenance Orders

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This information applies to South Africa. It is worth finding out about relevant laws and processes in your country.

### The process

- The mother (or other caregiver)\* needs to go to the Maintenance Office at the Maintenance Court in her area to apply for the court order. The mother will need to fill in a form.
- The Maintenance Officer will send a summons to the father, asking the father to come to the Maintenance Office on a certain date.
- On the date, the mother and the father must go to the office to determine how much that person must pay for the children.
- The Maintenance Officer will help the mother work out all the things she must pay for every month, how much money she earns and how much money the father earns.
- If the father says that he is not the father of the child, the mother needs to ask the court to order a paternity test.

#### Note

The information that the mother must take with her to the Maintenance Office:

- The name and address of the other parent, and the details of where she and the other parent work
- Her identity document
- The children's birth certificates
- A letter of attendance from the school principal for any school-going child
- A copy of the divorce order (if applicable)
- Proof of her income (like a salary slip)
- Her papers, receipts and accounts, showing all the things the mother must pay every month

\*For the sake of simplicity, we will refer to a mother applying for a Maintenance Order in this section. However, fathers and other primary caregivers can also apply.

- The Magistrate will listen to both the parents' stories. They will ask both parties to show how much they earn and how much they pay every month for things like rent, electricity and food.
- The Magistrate then decides how much the father must pay for the children. The Magistrate will make this amount an 'Order of Court', in writing.
- If the mother agrees with how much the father must pay for the children, the Maintenance Officer will get both parents to sign a paper called an 'Order of Court'. This says that the father must pay the agreed amount of money every week or every month.
- If the mother does not agree, or if the father does not come to the office on that date, then the officer will say their case must go to the Maintenance Court. The court sends notices to both parents telling them to come to the Maintenance Court on a certain date.
- The father must pay the maintenance amount every week or month to the Maintenance Office. The mother must then collect the money from the Maintenance Office. The money can also be paid into her bank account. This will save her from having to collect the money from the office.

### **What if the person ordered to pay maintenance does not pay?**

- The mother needs to go to the Maintenance Office and complain. It is important to make a formal complaint every time that the other parent does not pay.
- The Maintenance Office records each time payments are made. This record will show when payments are not made and how much is owed.
- If the other parent is employed and fails to pay maintenance, the mother must ask the court to make an order to get the maintenance directly from the other parent's employer.
- If the other parent does not pay, the person is not obeying the order of court. This is a crime. The court will send the other parent a notice telling the person to come to court on a certain date. The person must then explain why they did not pay the money. If there is not a good reason, the court will usually tell the other party to pay all the maintenance the person owes, or the person will go to jail.

**For more information contact the Maintenance Officer at your local Magistrates' Court.**

## 8.3 Child Support Grants

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This information applies to South Africa. It is worth finding out about relevant laws and processes in your country.

- The Child Support Grant is a monthly payment to help parents or primary caregivers in financial need to support the children in their care.
- The amount changes every year. From 1 April 2012 the Child Support Grant was R280 per month.
- Parents or primary caregivers can apply for this monthly payment on behalf of the children in their care.
  - When primary caregivers apply for a grant for a child, they must declare under oath that they are the primary caregiver, and provide some documentary proof of this. They cannot receive this grant for more than six children, unless the children are legally adopted.
  - Children who are heading households, and who are between the ages of 16 and 18, can apply for the Child Support Grant with the help of a supervising adult, like a social worker.



### Definition: primary caregiver

A *primary caregiver* is anyone, other than the biological or foster parents, who is over the age of 16 and is mainly responsible for looking after the child. They can be a family member, including a brother, sister or grandparent.

- Parents or primary caregivers who earn below a certain amount can also access this grant.
  - A single parent or caregiver who earns R2,800 or less per month (or less than R33,600 per year) can apply for this grant.
  - A married couple who together earn R5,600 or less per month (or less than R67,000 per year) can apply for this grant.
- Parents or primary caregivers must be South African citizen or permanent residents of South Africa. They and the child must be living in South Africa.

## The process

Parents or primary caregivers can apply for a grant at their nearest South African Social Security Agency (SASSA) office. There is no cost to apply. The parent or primary caregiver will need:

- A South African identity document and the identity document for the child, which must be bar-coded
- The child's birth certificate
- If the parent or primary caregiver is married, proof of the person's marital status
- Proof of income: salary slip, bank statements for three months, or pension slips, and any other proof of income
- If the parent or primary caregiver is unemployed, the Unemployment Insurance Fund (UIF) card, also known as the 'blue book', or a discharge certificate from the person's previous employer
- If the primary caregiver is not the child's parent or guardian, a written note of permission from the parent or guardian that the person should take care of the child
- If the primary caregiver is not the child's parent or guardian, information about how the person has tried to get the parents to pay maintenance
- Information that shows that the person is the child's primary caregiver



### Note

The parent or primary caregiver can still apply without an identity book, or if some of the other necessary documents are missing.

At the SASSA office, the parent or primary caregiver will be asked to complete and sign a form known as a 'sworn affidavit', confirming who the person and the children are. The parent or primary caregiver will also be asked to bring an affidavit from a reputable person (like a councillor, traditional healer, social worker, priest or school principal) who can verify that they know the person. SASSA may also ask for other documents, like a clinic card or the child's school report.

- At the SASSA office, the parent or primary caregiver will be assisted to complete the forms. The person will be interviewed and fingerprints will be taken.
- If the parent or primary caregiver cannot go to the office, a friend or family member can take the documents, with a letter from the person and a doctor saying that the person cannot go to the SASSA office. A SASSA official will then arrange to visit the person at home.
- When the parent or primary caregiver makes the application, the person must say how he/she would like the money to be paid. The person can:
  - Collect it on a specific day each month, or
  - Have it paid into a bank account. This can be changed at any time by filling in a form at the SASSA office.
- In some SASSA offices, applicants are told immediately whether or not they qualify for a grant.
  - SASSA cannot take longer than 3 months, from the date of the mother's application, to start paying the grant.
  - The payments will be backdated to the date the parent or primary caregiver applied for the grant, if it takes this long.
  - The parent or primary caregiver can phone the free SASSA helpline: 0800 601 011 to find out what has happened to the application and when the person can expect payment.
- The parent or primary caregiver does not need to renew the grant.
  - Every year, SASSA will send the person a registered letter asking to provide up-to-date information about the person's financial situation.
  - If the person's financial situation gets better before SASSA sends this letter, it is the person's responsibility to let SASSA know.

It is the person's responsibility to let SASSA know of any other changes in his/her situation.

- Child Support Grants will be stopped:
  - When the child turns 18.
  - If the child is admitted to a state-funded institution for over six months.
  - If the child dies.

**For more information contact a local SASSA office.**

## 8.4 Protection Orders

This information applies to South Africa. It is worth finding out about relevant laws and processes in your country. This information below is taken from Miller R. (2003). *It's an Order! A simple guide to your rights*. Cape Town: Mosaic Training, Service and Healing Centre for Women.

### What is a Protection Order?

A Protection Order is a document which legally forbids an abuser from committing any acts of domestic violence against the applicant (e.g. woman)\*.

The types of abuse covered by Protection Orders are:

- Physical abuse
- Sexual abuse
- Verbal abuse
- Emotional abuse
- Psychological abuse
- Economic abuse
- Harassment

Anyone who has been or is being abused can apply for a Protection Order. Also:

- Someone else can apply for a Protection Order on behalf of the woman, with her written permission. In this written consent, the woman must explain why she is not able to make the application herself.

\*In this section, we will refer to a woman applying for a Protection Order.

- The child of the woman can apply for a Protection Order without requiring the assistance of the woman as parent or guardian, however the case will be referred to the Children's Court.
- The woman can apply for a Protection Order on behalf of her children, without their permission, whether they are her natural, adopted or foster children.

Depending on the severity of the abuse, once the application forms and affidavit have been completed, an Interim Protection Order might be granted for a short period until the date the abuser must appear in front of the magistrate for the hearing of the case. Once the Protection Order is finalised, the Protection Order is permanent. A Protection Order can be withdrawn.

## The process

All courts process Protection Orders slightly differently, but the procedure that most courts follow is described below.

### Applying for the Protection Order

A woman can apply for a Protection Order at any magistrates' court nearest to where she lives or works, nearest to where her abuser lives or works, or nearest to where the abuse took place.

- The woman will have to fill in an Application form for a Protection Order and write out a statement (Affidavit) about the abuse. She will be asked to make a sworn statement to the clerk that what she has written is true, and sign the Application form. Her file will be passed on to the magistrate.
- The magistrate will read through the Application form and decide if the woman qualifies for an Interim (Temporary) Protection Order or not.
  - If it is granted, the clerk will tell the woman what her court return date is, and will give her an Application Number.
- The magistrate will issue a Notice to Appear in court to the abuser, which will inform him that an application for a Protection Order has been made, and that he must appear on the return date to give his side of the story.
- The police or sheriff will go to the abuser's address and serve the copy of the Interim Protection Order on the woman's abuser.
- The police or the sheriff will fill in the Return of Service form, and return it to the court when the Protection Order has been served.

- Then, the woman will be entitled to receive an Interim Warrant of Arrest, which she must get from the court. That is why some courts may only give a Final Warrant of Arrest when a woman appears in court for the Protection Order to be made final. If the clerk does not give the woman one, she must demand one or report it to the chief magistrate.
- The woman's court return date should not be less than 10 days after the Interim Protection Order has been served on the abuser. However, there is no time limit as to how far in advance the date should be made for the final court hearing.

**Note**

The information that the woman must take with her to the Magistrates' Court:

- Her identity document (if not available, her date of birth)
- The abuser's identity document (if not available, the abuser's date of birth or age)
- The abuser's home or work address.
- A Protection Order cannot be granted if the address of the abuser is not known.



### Who pays for the Interim Protection Order?

- If the woman is able to pay for the sheriff to serve the Interim Protection Order, she will have to take two copies of her Application and Interim Protection Order forms to the sheriff's office.
- If the court has money to pay for the service for the woman, the court will provide the woman with a note to say that the State has agreed to pay the sheriff to have the Protection order served on the abuser.
  - The woman will not need to take a Return of Service form to the sheriff.
- If neither the woman nor the Court can pay for the Interim Protection Order to be served on her abuser, the woman will have to get the police to serve the Interim Protection Order.
  - The clerk will give the woman a Return of Service form, which the woman will have to take to the police, along with two copies of her Application and Interim Protection Order forms.

## Finalising the Protection Order

- The Interim Protection Order lasts until the woman and her abuser have to go back to court on the woman's return date to find out if she can get a Final Protection Order.
- During her hearing in court, the magistrate, and lawyers (if she or the abuser have one) will ask questions to her and her abuser.
- The magistrate will decide if the woman can have a Final Protection Order on the basis of her Affidavit and on the basis of what she and the abuser said in court.
- With the Final Protection Order, the woman will also get a Final Warrant of Arrest.
- If the woman's Protection Order is lost or destroyed, it can always be replaced if she goes back to court and asks for another copy.

## What happens if the abuser breaches the Protection Order?

- If the woman is abused after she has received her Interim or Final Protection Order, she must take the Interim or Final Warrant of Arrest and her copy of the Interim or Final Protection Order to the police so that they can arrest her abuser.
- The woman will have to return to court to get another Warrant of Arrest when the police take her Warrant of Arrest away from her when they arrest her abuser.
- If she does not have a Warrant of Arrest, then she will have to take her Protection Order with her to the police station and lay a charge of assault against her abuser.



## Tips

- Normally, application can be made at the court on any day of the week, and after-hour applications must go to the police station.
- However, not all courts have the same schedule: some only handle Protection Order applications on certain days, some every day but during certain hours.
- It is best to telephone the clerk to ask on what days and at what times the woman can apply for a Protection Order at her court.
- Most courts take applications on a 'first come first served' basis, so the woman should go early (by 9am at the latest). The application process can take most of the day.
- The woman should give a copy of her Protection Order to someone she trusts so that they can keep it safe in case hers gets lost or destroyed.
- She can also take a copy to her nearest police station and ask them to open a file and keep her Protection Order for her.
- She can always get another copy at the court where it was granted to her.

## 8.5 How to make a referral

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Use the template below to draft a letter of referral.

	Address of your health unit Town, District Your telephone number
Contact at referral organisation Name of referral organisation Address of referral organisation Town	
Date	
Dear <i>[include name of contact person here]</i>	
Re: <i>[include name of patient here]</i>	
Thank you for considering <i>[include name of patient here]</i>	
She is _____ years old. I am concerned about this patient because	
_____	
_____	
_____	
_____	
_____	
I hope that you will be able to assist her with her difficulties.	
Please contact me for further information and to let me know that this referral has been successful. My telephone number is <i>[insert your telephone number here]</i>	
Yours sincerely	
<i>[include your signature here]</i>	
Your name	
Job Title	

After referring your client, follow-up on your client. Use the evaluation form below to find out if your client got the help she needed.

Date referral made  
Who made referral?  
If referred, where?  
Date of appointment?

Did you go?      **Yes / No**

If **No**, what stopped you?

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If **Yes**, did you get help for your problem?      **Yes / No**

What help was given?

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What do you think about the help that was offered?

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Would you recommend that place to a friend?      **Yes / No**

Why?

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## 8.6 South African Helplines

National Mental Health Information Line 0800 567 567

Organisation	Number
Advice Desk for Abused Women	031 262 9673/9679
AIDS Helpline	0800 012 322
Alcoholics Anonymous	0861 435 722
Care Assist (health & psychiatric concerns helpline)	011 359 5000
Child Line	080 005 5555 or 021 461 1114
Child Welfare	0800 435754
Compassionate Friends	011 440 6322, 082 317 4947, 021 981 9540
Domestic Violence Assistance Programme	031 260 1588
Emergency contraception helpline	0800 246 432
FAMSA	021 447 7951
Gay & Lesbian Association	011 717 4239
Lifeline	0861 322 322
Love Life Sexual Health Line	0800 121 900
Marie Stopes	0800 11 77 85
Mental Health Info Centre	0800 600 411, 021 938 9229
Mental Health Society	011 614 9890
Narcotics Anonymous	083 900 6962
Obsessive-Compulsive Disorder Association	011 786 7030
People Opposing Women Abuse (POWA)	011 642 4345/4346
Postnatal Depression Association of SA	SMS 'help' and your name to 082 882 0072
Rape and Trauma Line	021 447 9762 or 083 222 5158
SA Depression and Anxiety Group	011 262 6396
Safeline	0800 035 553
Schizophrenia Foundation of SA	0860 100 541
Sexual Health Helpline	0860 100 262
South African Social Security Agency	0800 601 011
Crisis counselling for women	0800 150 150
Western Cape Mental Health Service Directory	021 483 4003/ 4270/ 5660/