Province of the
EASTERN CAPE
EDUCATION

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TO	**ALL DEPUTY DIRECTOR-GENERALS** **ALL CHIEF DIRECTORS** **ALL DIRECTORS**
FROM	**HEAD OF DEPARTMENT**
SUBJECT	**MANDATORY COMPLIANCE WITH THE NATIONAL CHILD : MANDATORY COMPLIANCE WITH THE NATIONAL CHILD PROTECTION REGISTER (NCPR) AND NATIONAL REGISTER FOR SEX OFFENDERS (NRSO) VETTING REQUIREMENTS**
DATE	**20 AUGUST 2026**

1. PURPOSE

1. The purpose of this memorandum is to reinforce the Department's statutory obligations relating to the vetting and screening of educators, Public Service staff and other persons who, through their duties, work with or have access to children and other vulnerable persons.
2. This memorandum further reminds all District Directors, Circuit Managers and School Principals that compliance with the National Child Protection Register (NCPR) and the National Register for Sex Offenders (NRSO) is a child-protection and statutory compliance requirement and must be treated with the necessary urgency.

2. BACKGROUND

3. Reference is kindly made to the various Departmental memoranda and directives previously issued to District Directors regarding the facilitation, collection and submission of vetting documentation for educators and Public Service staff within their respective districts
4. Vetting documentation was subsequently distributed to Special Schools and Public Ordinary Schools for completion and submission to Head Office: Security Management.
5. Districts are reminded that this process is not merely an administrative exercise. It forms part of the Department's legal and institutional responsibility to create safe school environments and to ensure, as far as legally required, that persons who are unsuitable to work with children or vulnerable persons are not placed in positions that provide such access.

3. NATIONAL CHILD PROTECTION REGISTER (NCPR)

6. The Children's Act 38 of 2005 provides for the National Child Protection Register. Part B of the Register contains particulars of persons who have been found unsuitable to work with children.
7. In particular, section 126 of the Children's Act requires an employer providing services that allow access to children, before employing a person, to establish from the Registrar whether that person's name appears in Part B of the National Child Protection Register.
8. A person whose name appears in Part B and who has been found unsuitable to work with children may not be placed in a position that allows him or her to work with or have access to children, subject to the provisions of the Act.
9. The NCPR screening requirement is therefore directly relevant to the education environment, where educators and numerous categories of support staff routinely work with and have access to children.

4. NATIONAL REGISTER FOR SEX OFFENDERS (NRSO)

10. The Criminal Law (Sexual Offences and Related Matters) Amendment Act 32 of 2007, as amended by the Criminal Law (Sexual Offences and Related Matters) Amendment Act Amendment Act 13 of 2021, provides for the National Register for Sex Offenders (NRSO).
11. The legislative framework seeks, amongst other objectives, to prevent persons convicted of sexual offences from being employed or placed in circumstances where they may work with, exercise authority or supervision over, or care for vulnerable persons.
12. The 2021 amendments strengthened the protective framework and expanded the scope of the NRSO. The legislation must therefore be read and implemented as part of the Department's broader obligation to safeguard learners and vulnerable persons.
13. In the school environment, compliance requires the Department, as employer, to undertake the prescribed enquiries and screening processes in respect of persons who work with or have access to learners and other vulnerable persons.
14. Districts and schools are accordingly reminded that NCPR screening and NRSO screening are separate processes and compliance with one does not replace the requirement to comply with the other where both are applicable.

5. RESPONSIBILITIES OF DISTRICTS AND SCHOOLS

15. All District Directors are hereby directed to strengthen implementation and monitoring of the vetting process within their respective districts.
16. District Directors must ensure that Circuit Managers actively monitor compliance at school level and provide the necessary support to principals.
17. School Principals must ensure that all relevant educators and support staff cooperate fully with the prescribed screening and vetting processes and that all required documentation is accurately and fully completed.
18. Particular attention must be given to ensuring that outstanding forms are followed up and submitted without unnecessary delay.

19. Districts must maintain an appropriate monitoring mechanism reflecting, at minimum:
    - total number of employees/persons requiring screening;
    - number of NCPR submissions completed;
    - number of NRSO submissions completed;
    - number of outstanding cases;
    - reasons for outstanding cases; and
    - corrective action and expected completion dates.

6. STAFF AWARENESS AND SENSITISATION

20. All District Directors are specifically requested to ensure that all staff are sensitised on these legislative requirements.
21. Circuit Managers must ensure that this memorandum and its requirements are communicated to all School Principals and relevant school personnel within their circuits.
22. Principals must, in turn, sensitise educators and support staff on the purpose and importance of the NCPR and NRSO processes, including their responsibility to cooperate with lawful screening requirements.
23. The sensitisation process should emphasise that vetting is fundamentally a child-safeguarding measure, intended to protect learners, vulnerable persons, employees, schools and the Department.
24. Districts should ensure that the matter is incorporated, where appropriate, into management meetings, principals' meetings, circuit engagements and other relevant compliance platforms so that there is consistent understanding and implementation across all schools.

7. SUBMISSION AND MONTHLY REPORTING

25. District Directors are requested to submit monthly progress reports on the vetting of educators and support staff, supported by information obtained through Circuit Managers and schools.
26. All outstanding, fully completed vetting documentation must be submitted to Security Management at Head Office for attention: **Mr Siyabulela Bunguza** and/or **Mr L. Matshoba**
27. Districts must ensure that information submitted is complete, accurate and capable of supporting the Department's consolidated reporting obligations to the relevant authorities, including the Department of Basic Education and other relevant government institutions.
28. Where challenges are experienced in completing the vetting process, these must be immediately escalated to Head Office: Security Management for guidance and intervention rather than allowing cases to remain outstanding indefinitely.

8. ACCOUNTABILITY AND COMPLIANCE

29. District Directors are requested to exercise appropriate oversight to ensure that all schools under their jurisdiction comply with the applicable statutory requirements.
30. Principals, as managers at institutional level, must ensure that the required documentation is completed and that reasonable administrative support is provided to employees to facilitate compliance.
31. No District or school should regard the submission of vetting documentation as optional. All reasonable measures must be taken to achieve full compliance with the applicable NCPR and NRSO requirements.
32. Any identified adverse outcome must be dealt with strictly in accordance with the applicable legislation, labour law, collective agreements and Departmental procedures, with due regard to confidentiality, procedural fairness and the protection of children and vulnerable persons.

9. CONCLUSION

33. The Department remains committed to ensuring that every school is a safe environment for every learner. Effective NCPR and NRSO screening constitutes an important component of the Department's broader school-safety and child-protection framework.
34. All District Directors are therefore requested to accord this matter the necessary priority, sensitise all relevant staff, strengthen monitoring through Circuit Managers and School Principals, and ensure the timely submission of outstanding vetting documentation and monthly progress reports.
35. Your continued leadership and cooperation in ensuring full statutory compliance and safeguarding our learners is sincerely appreciated.

MRS. SA MAASDORP
HEAD OF DEPARTMENT

15/09/2026
DATE