

## CHILDREN IN CARE REGISTRATION QUESTIONS

### Inter-Agency Child Protection Information Management System

The following are suggested registration questions for programmes working with children in care. Programmes should consider what information they need to gather at the time of registration, and can then modify these questions according to the context. Questions can be developed as tick boxes or as narrative according to the needs of the programme. The programme can decide which information should be entered into the database, and which information should stay on the paper form. Information to be entered into the database is indicated by a green box. Finalised questions should then be added to the general registration form (on the first sheet of this workbook) to create a unique registration form designed specifically for the programme.

"Children in Care" refers to children who are not living with their parent/s or usual caregiver/s. They may be living in some form of institutional care or family based care and the relevant sections of the form below should be completed depending on their circumstances. The criteria for defining which child/ren are "in care" will need to be agreed by the programme; for example whether to include children cared for by extended family and the limits of what is considered extended family in that context/culture. The circumstances will also be relevant - care arrangements that normally protect children, such as within extended family, can become fragile in situations of hunger, conflict or economic hardship. **Separated and unaccompanied children** may need family tracing services and they should be registered as separated/unaccompanied children on the relevant forms or referred to an agency who can undertake this process.

#### Questions related to CURRENT CARE ARRANGEMENT

What is the child's current care arrangement? (recommend tick boxes according to care options available in country)

What is the address of the care arrangement?	Country	Admin Level 1	Admin Level 2
	Admin Level 3	Village/Area/Physical Address	
Name of the child's parent / legal guardian	First Name	Middle Name	Last Name
	Name of caregiver, if different from above		
	First Name	Middle Name	Last Name

What is the reason for being in care? (recommend narrative)

What date did the child enter the care arrangement?  DD/MM/YYYY

How stable / permanent is the care arrangement? (recommend narrative)

Does the child have siblings in the same care arrangement? Yes  No

If the child has children, are they in the same care arrangement? Yes  No

Was a thorough screening done of child and family before the child was admitted into care? Yes  No

If yes, what were the key findings? (recommend narrative)

Has there been a formal review of the care placement before 12 weeks? Yes  No

If yes, what were the key recommendations? (recommend narrative)

Does the child have an individual care plan? Yes  No  If yes, did the child participate in the development of the plan? Yes  No

If yes, what is the care plan (recommend narrative)

What actions have been taken in relation to it? (recommend narrative)

If there is no individual care plan, how can one be developed? (recommend narrative)

#### Questions related to INSTITUTIONAL CARE

Name of institution  Is the institution registered? Yes  No

Is the institution regularly inspected? Yes  No  If yes, who by?

Does the institution comply with national/international minimum standards? (standards to be specified by the programme) Yes  No

If no, outline main concerns and any urgent action required to address these. (recommend narrative)

How many children are living in the institution? Girls  Boys  What is the age range?

How many staff are assigned specifically for the care of children?  What is the child/caregiver ratio?

Are there separate sleeping arrangements for adolescent girls and boys? Yes  No

Are there sufficient and separate toilet/washing facilities for adolescent girls and boys? Yes  No

Is the child attending school in the institution or in the community? Institution  Community

#### Questions related to FAMILY-BASED CARE

Who else lives in the household with the child? (recommend narrative)

What is the child's role in the household? (recommend narrative)

How is the child treated in comparison with birth / other children in the household? (recommend narrative)

**Questions related to CARE ASSESSMENT**

Consider the opinions of the child, their family/carers, teachers, community etc plus your own observations.

Are the parents/guardian in regular contact with the child?

Yes  No

How many children are cared for by the caregiver?

What ages are these children?

How many caregivers does the child have each week?

Describe the child's involvement in recreational and community activities (recommend narrative)

Describe the child's involvement with livelihoods activities (recommend narrative)

Describe the relationship between the child and caregiver, and other people in the care arrangement (recommend narrative)

To what extent are the child's developmental needs being met? (recommend narrative)

To what extent are the child's mental, emotional and physical health needs being met? (recommend narrative)

Are there any safety / protection issues? (recommend narrative)

Other concerns expressed by child or caregiver (recommend narrative)

Preferred care plan of child / caregiver / parent/guardian (recommend narrative)

General appearance and behaviour of child (recommend narrative)

Guidance to assess personal well being: does the child have any particular worries? Does the child have sufficient clothing on? Does the child appear frightened/withdrawn? Is the child unable to sleep (nightmares or screams in sleep)? Is the child helpful or not? Does the child feel safe?

Health and Nutrition (recommend narrative)

Guidance for health assessment: Are there any health problems related to abuse, sexual exploitation, drug or alcohol use? Is the child frequently sick? What does the family/carer do when the child is sick: take to hospital, to country doctor, nothing? Is the child visibly malnourished? How many meals a day does the child have? Has the child attended any kind of malnutrition (CTC or other) programme?

Is there a need for further assessment, provision of specialist services/support or referral in relation to specific issues including human rights violations, SGBV? (recommend narrative)

Additional comments (recommend narrative)

**Questions related to EDUCATION/TRAINING** (the term training is used here to include any type of training e.g. vocational or skills training)

Current school enrolment status

Enrolled

Enrolled but at risk of dropping out

Dropped out

Never enrolled

Never enrolled but interested to

Completed education

If dropped out or never attended, what were the reasons for this?

Current or most recent type of education/training (recommend tick boxes appropriate to types of education available)

Is education/training full time or part time?

Full time

Part time

If part time, how many hours per week?

If relevant, what level has the child achieved? (recommend tick boxes appropriate to levels in country)

If the child wants to (re-enter education/training, what type of education/training? (recommend tick boxes appropriate to types of education/training available)

What are the child's view on education/training? (applies both to children in education/training and those who are not. Recommend narrative)

If in education/training, is it good quality / relevant? Are there access problems? What are the costs involved? How is the child treated? Are there any language or other barriers? If the child is not in education/training would they like to be? What are the barriers to access, e.g. costs, timing, documentation etc?

**Questions to define FURTHER ACTION**

Do you recommend that the child remains in current care arrangement?

Yes  No

If no, is there an urgent need to remove the child from the current arrangement?

Yes  No

Is there a feasible immediate alternative to the current care arrangement?

Yes  No

Details

Is there a feasible alternative to care in the medium to long term future?

Yes  No

Details

If no, what action is recommended? (recommend tick boxes based on care options available in country)

Time frame of current care plan (number of months)

Recommended additional actions based on assessment (recommend tick boxes developed specific to each issue, e.g. register as separated/unaccompanied child (or refer to agency for registration), family mediation, economic support to family, advocacy to institution on standards, training for care staff, referral to social services, etc)

Additional information on recommended action (recommend narrative)

Is there a need for a follow-up visit?

Yes, weekly

Yes, monthly

Yes, 3 monthly

Yes, 6 monthly

No, recommend close case

If 'Yes', date of next visit

If 'No', reasons for recommending case closure (recommend narrative)