**The Format for Inspection of Child Care Institution ( CCI)**

|  |  |
| --- | --- |
| Name of District |  |
| Date and Time of Inspection  |  Date: Time:  |
| Name and Designation of Official Inspecting Home: | Name | Designation | Contact No. and Email  |
| 1.  |  |  |
| 2. |  |  |
| 3.  |  |  |

**A 1. Institutional details/ general information:**

|  |  |  |
| --- | --- | --- |
| a.  | Name of Home: |  |
| b.i. | Contact Details: Name of Superintendent/Person-in-Charge  |  |
| ii. | Mobile No.  |  |
| iii. | Complete Address of Home |  |
| iv. | Phone No. of the Institution |  |
| v. | Email ID:  |  |

**If Home is being run by NGO:**

|  |  |
| --- | --- |
| **Name of NGO/Society/Trust** |  |
| **Details of Members ( Trustees/Executive/Governing Body) :**  | **Name** | **Address** | **Mobile No.** |
| **1.****2.** **3.****4.****….** |  |  |

 **d. Type of Home (Please tick √ one):**

|  |  |
| --- | --- |
| Observation Home |  |
| Special Home |  |
| Place of Safety |  |
| Children’s Home |  |
| Open Shelter Home |  |
| Specialised Adoption Agency  |  |
| Any other ( Please specify) |  |

d. Whether Home is registered under section JJ Act: Yes/No

(Section 41 and Rule 21)

Registration No. ………………………………………………………………………………………………

Date of Issue: …………………………………………………………………………………………………

Date of expiry: ………………………………………………………………………………………………….

f. Whether Home is aided/supported by Government:

Yes/ No if, yes please Name of Department:

…………………………………………………………………………………………………………………………………………………………………………………………………..

**B. 1. Status of Children:**

i. Whether Home is for Girls/Boys

ii. Are the children of both sexes below 10 years kept in the same Home:

 Yes/No

If yes, number of children as on today …………………………..

iii. Are the bathing and sleeping facilities maintained separately for boys and girls in the age group of 5-10 years

Yes/No

…………………………………………………………………………………………………………………………………………………………….

**B. 2 Details of Children:**

**I.**

|  |  |
| --- | --- |
| Sanctioned strength  |  |
| Present occupancy ( As per attendance register)  |  |
| Children present ( on the day of visit)  | Age group  | Number | Boys | Girls |
| 0-6 years |  |  |  |
| 7-11 years |  |  |  |
| 12-15 years |  |  |  |
| 16-18 years |  |  |  |
| More than 18 years  |  |  |  |
| Number of orphan, abandoned surrendered  |  |
| Number of children residing in Home have been referred by CWC/JJB |  |
| Number of children declared legally free for adoption ( in last one year)  |  |

II.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Sl. No. | Name of Child  | Boy/Girl | Date of arrival in CCI | Date of production before CWC | Duration of Stay in CCI  | Whether linked with CARINGS/Track child/ANMOL  |
| Less than a month | 1-2 mth | 3-6 mth |  7-12 mth | 1-2 y | 2-3 y | 3-5 y  | More than 5 years  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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|  |  |  |  |  |  |  |  |  |  |  |  |  |  |

III. Are there children above 18 years staying there?

Yes/No

If yes, give details:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Sl No. | Name | Male/Female  | Whether accessing After Care programme Yes/No | Remark/Observation  |
|  |  |  |  |  |
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|  |  |  |  |  |
|  |  |  |  |  |
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|  |  |  |  |  |

IV. Number of Children admitted in CCI in last one years (Month wise details)

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Jan | Feb | Mar | April | May | June | Jul | Aug | Sep | Oct | Nov | Dec |
|  |  |  |  |  |  |  |  |  |  |  |  |

V. Number of children referred by CWC/JJB to CCI in last one year ( month wise details)

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Jan | Feb | Mar | April | May | June | Jul | Aug | Sep | Oct | Nov | Dec |
|  |  |  |  |  |  |  |  |  |  |  |  |

VI. Number of children produced before CWC/JJB to CCI in last one year ( month wise details)

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Jan | Feb | Mar | April | May | June | Jul | Aug | Sep | Oct | Nov | Dec |
|  |  |  |  |  |  |  |  |  |  |  |  |

xii. Number of Children (Category wise)

|  |  |  |  |
| --- | --- | --- | --- |
| 1. Having no biological parent/adoptive parents/legal guardian or
 | Number of Children  | Name of Child | Date of production before CWC/JJB |
|  | 1.2. |  |
| 1. Having biological parent/adoptive parents/legal guardian but unwilling or in capable to take care
 |  | 1. |  |
|  |  |  |
| 1. Run away or missing child or Whose parents/guardians are yet to be traced
 |  |  |  |
| 1. Surrendered children :
 |  |  |  |
| 1. Abandoned children
 |  |  |  |
| 1. Substance or drug abused
 |  |  |  |
| 1. Working children
 |  |  |  |
| 1. Begging children
 |  |  |  |
| 1. Child without any home or settled place of abode and without any means of subsistence
 |  |  |  |
| 1. Victim of Sexual abuse
 |  |  |  |
| k. Children with special needs | Category  | Name | Date of Production before CWC/JJB | Rehabilitative measures provided  |
|  | HIV + |  |  |  |
| Disability in seeing |  |  |  |
| Disability in hearing |  |  |  |
| Disability in speech |  |  |  |
| Disability in movement |  |  |  |
| Mental retardation |  |  |  |
| Mental illness |  |  |  |
| Autism |  |  |  |
| Any other |  |  |  |
| Facilities and support for children with special needs staying in the Home |  |

**B 2. Infrastructure:**

I. Whether Building……………………………………. Or Rented……………………………………

II. Whether CCTV camera installed at the entrance: Yes/No

III. Whether Security is Adequate or Inadequate:

………………………………………………………………………………………………..

IV. Whether sufficient space to accommodate the children: Yes/No

V. Whether sufficient space for indoor and outdoor games/sports facility available

Vi. Whether sufficient equipment for indoor and outdoor games/sports available Yes/No

VI. **What children are classified based on age wise in dormitories?**  Yes/No

VIII. Whether Person in charge or senior staff members stay in the Institution? Yes/No

[Rule 29(7)]

……………………………………………………………………………………………………………………………………………………………………………………………………

IX. In the institution, whether there is adequate:

[Rule 29(9)]

1. Lighting Yes/No
2. Heating Yes/No
3. Cooling arrangements Yes/No
4. Ventilation Yes/No
5. Safe drinking water: Yes/No
6. Clean, accessible and gender and age appropriate and disable friendly toilets: Yes/No

Observation: ……………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………

X. Whether Institution has high wall with barbed wire fencing Yes/No

XI. Whether Institution has provision for:

[Rule 29(10)]

1. first-aid kit Yes/No
2. fire extinguishers in kitchen, re fire extinguishers in kitchen, recreation room, vocational training room, dormitories, store rooms and counselling room Yes/No
3. periodic inspection of electrical installations: Yes/No
4. proper storage and inspection of articles of food Yes/No
5. stand-by arrangements for water storage and emergency lighting

 Yes/No

XII. Whether special infrastructural facilities and necessary equipment provided to differently-abled Children

Yes/No

XIII. Whether following logistical and functional requirements as per Rule 29(11) of Model Rules available in the institutes :

(i) computer sets; Yes/No

(ii) photocopiers; Yes/No

(iii) printer, scanner cum fax; Yes/No

(iv) telephone with internet facility; Yes/No

(v) web cam; Yes/No

(vi) furniture for officials, record keeping cabinets, work stations, wheel chair and stretchers for medical

room; Yes/No

(vii) chairs and tables for study and dining hall; Yes/No

(viii) projector. Yes/No

B 3.

A. Minimum Standards for Clothing and Bedding:

I. whether following minimum standard with respect to clothing and bedding are followed by CCI as per Rule 30 of Model Rules:

|  |
| --- |
|  **Clothes /Bedding and other personal requirements:** |
| **(a)** | **Item**  | **Number** | **Frequency** | **Remarks** |
| Summer clothing |  |  |  |
| Winter clothing |  |  |  |
| School uniform |  |  |  |
| Mattress  |  |  |  |
| Bed sheet  |  |  |  |
| Durry  |  |  |  |
| Blanket |  |  |  |
| Pillow  |  |  |  |
| Pillow covers |  |  |  |
| Woollen blankets  |  |  |  |
| Mosquito Net |  |  |  |
| Towels  |  |  |  |
| Sleepers  |  |  |  |
| Sports shoes |  |  |  |
| Schools shoes |  |  |  |
| Socks |  |  |  |
| Under garments |  |  |  |
| School Bag & Stationary  |  |  |  |
| Handkerchiefs  |  |  |  |
| Tooth Paste & Brush |  |  |  |
| Soap |  |  |  |
| Washing soap |  |  |  |
| Shampoo |  |  |  |
| Oil |  |  |  |
| Comb |  |  |  |
| (b) | **Whether any other article is provided to children?** | Study Table |  |  |  |
| Chair |  |  |  |
| Cot |  |  |  |
| Almirah /personal storage space |  |  |  |
| Any Other  |  |  |  |
| (c) | **Whether clothes/bedding is maintained by the children? Yes / No**If No,In case of small children, who is maintaining these articles? |
| (d) | **Are girls invariably provided with provision during the monthly cycle? Yes/No**If yes then:What are they provided? (please tick √ the appropriate one) |
| Sanitary pads |  |
| Clothes  |  |
| Both (Sanitary pads and cloths) |  |
| **Observations/Remarks:** |

**B . Sanitation and Hygiene.-**

Whether Home has following facilities, namely :

(Rule 31)

|  |  |  |
| --- | --- | --- |
| i. | sufficient treated drinking water; water filters or RO shall be installed at multiple locations in the premises for easy access such as kitchen, dormitory, recreational rooms etc. | Ye/No |
| ii. | sufficient water including hot water for bathing and washing clothes, maintenance and cleanliness of the premises; | Yes/No |
| iii. | proper drainage system with regular maintenance | Yes/No |
| iv | Arrangement for disposal of garbage  | Yes/No |
| v.  | protection from mosquitoes by providing mosquito nets or repellants; | Yes/No |
| vi  | annual pest control; | Yes/No |
| vii.  | sufficient number of well-lit and airy toilets with proper fittings in the proportion of at least one toilet for seven children; | Yes/No |
| viii | sufficient space for washing and drying of clothes; | Yes/No |
| ix | washing machine wherever possible; | Yes/No |
| x | clean and fly-proof kitchen and separate area for washing utensils; | Yes/No |
| xi | sunning of bedding twice every month and clothing on regular basis | Yes/No |
| xii | maintenance of cleanliness in the Medical Centre; | Yes/No |
| xiii  | daily sweeping and wiping of all floors in the home; | Yes/No |
| xiv | cleaning or washing of the toilets and bathrooms twice everyday; | Yes/No |
| xv | proper washing of vegetables and fruits and hygienic manner of preparing food | Yes/No |
| xvi | cleaning of the kitchen slabs, floor and gas after every meal | Yes/No |
| Xvii | clean and pest proof store for maintaining food articles and other supplies; | Yes/No |
| Xviii | disinfection of the beddings at least once a year | Yes/No |
| Xix | fumigation of a sick room or isolation room after every discharge in case of contagious or infectious disease | Yes/No |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Mention frequency of the following:-(Please tick √ the appropriate Box) | Daily  | Weekly  | Fortnightly  | Once a month | More than a month |
| Sunning of bedding and clothing |  |  |  |  |  |
| Maintenance of cleanliness in the medical centre  |  |  |  |  |  |
| Maintenance of cleanliness in the kitchen |  |  |  |  |  |
| Maintenance of cleanliness in the toilets |  |  |  |  |  |

Observations

………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………

**C. Daily Routine:**

(Rule 32)

|  |  |  |
| --- | --- | --- |
| i. | Whether CCI maintains daily routine for children( Copy of Daily Routine be obtained)  | Yes/No |
| ii. | Whether daily routine is followed | Yes/No |
| iii. | Whether daily routine prominently displayed at various places  | Yes/No |
| iv. | Whether the daily routine is drawn up in consultation with the children’s committee | Yes/No |
| v. | Observation on the basis of interaction of children …………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………….. |  |

**D. Food / Meals /Diet/Nutrition**

(Rule 33)

|  |
| --- |
|  |
| (a) | **Whether the meals are planned in consultation with nutrition experts or doctor, in accordance with the prescribed diet scale? Yes / No**  |
| (b) | The timings and menu of each meal for the current week in the following table:- |
| **Days/****Timings**  | **Breakfast** **\_\_\_\_\_\_\_\_\_\_** | **Lunch** **\_\_\_\_\_\_\_\_** | **Evening snacks****\_\_\_\_\_\_\_\_\_\_** | **Dinner** **\_\_\_\_\_\_\_\_\_\_** |
| Monday |  |  |  |  |
| Tuesday |  |  |  |  |
| Wednesday |  |  |  |  |
| Thursday |  |  |  |  |
| Friday |  |  |  |  |
| Saturday |  |  |  |  |
| Sunday |  |  |  |  |
| (c) | **Whether children are provided with special food on festivals, holidays etc.? Yes / No**If yes,Please provide detail of the special food provided? |
| **Occasion**  | **Food** |
|  |  |
|  |  |
|  |  |
|  |  |
| (d) | **Whether special diet is provided to sick/special health children, as per advice of Doctor?** |
| (e) | **Whether there are any meals or any particular eatable provided by any member of community? Yes / No****If yes,**  |
| (f) | **Frequency of such meal being provided?** |  |
| (g) | **Whether there is any quality check?** |  |
| (h) | **By whom is the meal checked?** |  |
| (i) | **If prescribed Nutrition & Diet scale is not followed, reasons thereof?**  |
| **Observations on the basis of interaction with children:** |

D.  **Health conditions of children and medical facilities available (Rule 34&35):**

**I.**

|  |  |  |  |
| --- | --- | --- | --- |
| **i.** | Whether medical officer is available on call for regular medical check up and treatment for children |  **Yes/No** |  |
| **ii.** | Whether a nurse or a para medic is available round the clock  | **Yes/No** |  |
| **iii.** | Whether medical examination of every child admitted in Institution done within 24 hours  | **Yes/No** |  |
| **iv.** | Whether monthly medical check up of each child is done | **Yes/No** |  |
| **v.**  | Whether medical record of each child on the basis of monthly record is maintained  | **Yes/No** |  |
| **vi.** | Whether medical record includes weight and height record, any sickness and treatment and other physical or mental problem  | **Yes/No** |  |
| **vi.**  | facilities for quarterly medical check-ups including dental check-up, eye testing and screening for skin problems and for treatment of children; | **Yes/No** |  |
| **Vii** | Whether institution has first aid kit and all staff have been trained in handling first aid | **Yes/No** |  |
| **Viii** | Whether records of the immunization of children maintained  | **Yes/No** |  |

**Xi.** Whether baseline investigation of Complete Blood Count (CBC)m UnrineUrine Routine, HIV, VDRL, Hepatitis B and Hepatitis C tests and allergy or addiction to drugs shall be conducted for all children at the time of entry into the institution as suggested by the doctor after examining the child**:**

**Yes/No**

**……………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………..**

**II.**

|  |  |
| --- | --- |
|  | **Major health problems / concerns of children?** |
| Tuberculosis  |  |
| Skin |  |
| Sexually transmitted disease |  |
| HIV + |  |
| Others (please specify) |  |
|  | **Does the Home have a medical care unit? Yes / No.** If yes, the details about the doctors, nurse, beds / sick beds, equipments, etc. may be mentioned: |
|  | **Does the home has the following facilities:** |
| First aid kitStock of medicines |  | **Provide details, if any**  |
| **Yes / No** |  |
|
| **Yes / No** |  |
| * Regular health check up facility
* ART provisions for HIV +ve children
* Any other, (provide details)
 | **Yes / No** |  |
| **Yes / No** |  |
|  |  |
| Any other (Please specify) |  |
|  | Whether Institution has provision for or arrangement for counselling of every child and ensure specific mental health interventions for those in need of such services, including separate rooms for counseling sessions within the premises of the institution and referral to specialized mental health centres, where necessary Yes/No |
|  | Whether Institution has arrangement for referral for children who require specialised drug de-addiction and rehabilitation programme, to an appropriate centre administered by qualified persons where these programmes be adopted to the age, gender and other specifications of the child concerned Yes/No |
|  | **Whether children are prescribed and/or administered medicines without doctor’s advice? Yes/No** |
|  | **Whether measures for preventing out-break of contagious/infectious diseases are taken? YES/No** |
|  | **Are HIV tests conducted for children? Yes / No**If yes, then:Are the children informed about the test before it is conducted? Yes / No |
| Is pre-counselling and post-counselling of the children conducted? Yes / No  |
| Is the child allowed to continue his/her stay in the Home after being found HIV +? Yes / No |
| What follow up actions are taken in case of a child found with HIV +? |
|  | **De-addiction treatment/re-rehabilitation of children who are substance abused.** |
| **No. of Children subjected to substance abused** |  |
| **No. of Children treated** |  |
| **No. of children undergoing treatment**  |  |
| **If yes, from where?** |  |
| **Counselling facilities available(inhouse / from outside )/record keeping / Periodicity/follow-up / review**  |  |
| **Observations/Remarks:** |

|  |
| --- |
| **Education ( Rule 36)**  |
| (a) | **Are any of the educational facilities available within the institution?**(Please tick √ all that are applicable) |
| Formal school in the premises  | Play-school | **Yes/No** | **No. of children:** |
| Pre-school | **Yes/No** | **No. of children:** |
| Primary | **Yes/No** | **No. of children:** |
| Secondary | **Yes/No** | **No. of children:** |
| Higher | **Yes/No** | **No. of children:** |
| Non-formal classes | **Yes/No** | **No. of children:** |
| Private coaching | **Yes/No** | **No. of children:** |
| No schooling facilities | **Yes/No** | **No. of children:** |
| (b) | **Are the present education facilities in the institution adequate? Yes/No**If no, then what are the additional facilities required? |
|  | **Whether extra coaching facility available to school going children in the Institution? Whether Home is availing services of volunteer tutors or has tie-up with private coaching centres or tutors****Yes/No,****If no, what is the reason ………………………**  |
| (c) | **How many children go to school outside the premises of the institution?** |
| **Class/Standard** | **No of children** | **School run by (**Govt. / Pvt.) | **Distance of school** | **Mode of travel for children** |
| **Play-school** |  |  |  |  |
| **Pre-school** |  |  |  |  |
| **Primary** |  |  |  |  |
| **Secondary** |  |  |  |  |
| **Higher** |  |  |  |  |
| **Open School System** |  |  |  |  |
| **Bridge course (non-residential)** |  |  |  |  |
| **Non-formal classes** |  |  |  |  |
| **Any other(**please specify) |  |  |  |  |
| **Total**  |  |  |  |  |
| (e) | **No. of children:** | **attending regular school?** |  |
| **not Receiving education?** |  |
| (f) | **Whether the educational assessment of every child is done on admission into the Home ? if so, who does it?** |  |  |
| (g)amt | **Whether children are able to to avail scholarship, grant , sponsorship?**  |  |  |
| **Observations/remarks regarding Education:** |
|  | **What are the recreation facilities available for children in the institution?** |
| **Activity**  | **Yes/No** | **Number**  | **Frequency- daily/ per week/monthly/Quarterly / yearly** |
| **Sports**  | Indoor  |  |  |  |
| outdoor |  |  |  |
| **Yoga**  |  |  |  |
| **Meditation**  |  |  |  |
| **Music**  |  |  |  |
| **Cultural programme** | In house |  |  |  |
| External  |  |  |  |
| **Debates**  |  |  |  |
| **Competitions**  |  |  |  |
| **Picnic****i. education fair****ii. science fair****iii. museum,****iv. planetarium****v. botanical garden** **vi. zoological garden** **vii. any other ( specify )**  |  |  |  |
| **Gardening**  |  |  |  |
| **Library**  |  |  |  |
| **Exposure to outside world** |  |  |  |
| **Television**  | With cable |  |  |  |
|  |  |  |
|  |  |  |  |
| **Any other (**please specify) |  |  |  |
| **Whether recreational activities are held regularly? Whether Home send report on quarterly report regarding recreational activities to CWC or Board or Children Court** **[Rule 38 (8)]****Yes/No****Observations / Remarks with regard to Recreational facilities :**  |

**Vocational Training ( Rule 37)**

|  |
| --- |
|  |
| **Does the Home provide vocational training to children within or outside?** **Yes/No** |
| If so: |
| **Type of Vocation** | **Number of Children** | **Within the Home (Yes/ No)** |
|  | Boys  | Age range | Girls  | Age range |
|  Computer |  |  |  |  |  |
| Typing |  |  |  |  |  |
| Carpentry |  |  |  |  |  |
| Fittery |  |  |  |  |  |
| Auto rickshaw/ Motor Cycle/ Bicycle repair |  |  |  |  |  |
| Mobile Repairing  |  |  |  |  |  |
| Textile printing |  |  |  |  |  |
| Tailoring |  |  |  |  |  |
| Electrical trade |  |  |  |  |  |
| Printing |  |  |  |  |  |
| Soap making |  |  |  |  |  |
| Candle making |  |  |  |  |  |
| Light engineering |  |  |  |  |  |
| Any other (please specify) |  |  |  |  |  |
| Has the age, aptitude and ability of child considered before engaging children in the vocational training ?Yes/NoWhere vocational training is offered outside the premises of Home, whether proper security planning and services provided particularly children who are at risk. Whether children are getting certificate after completion of vocational training?Whether records of children attending vocational training programme and progress made by each child are maintained and reviewed? Yes/No Whether reports of children attending vocational training, their review of their progress are sent to CWC or Board or Children’s Court as the case may be on quarterly basis? Yes/No |
| If no such facility is provided by the home, specify the reasons for not offering vocational training to children? |
| 1. Lack of space
 | **Yes/No** |
| 1. Lack of equipments
 | **Yes/No** |
| 1. Lack of manpower
 | **Yes/No** |
| 1. Lack of funds
 | **Yes/No** |
| 1. Any other

 (please specify) |  |
| **Observations/Remarks:** |
| **Is there is a structured programme for life skill education** | **Yes/No** |
| **If yes, by whom (qualification)** |  |
| **Observations/Remarks:** |

**Management Committee ( Rule 39)**

|  |  |
| --- | --- |
| Whether the Management Committee has been set up?(if yes the date when it was set up) |  |
| If yes, who are its members? |  |
| S.No. | Name | Designation |
| 1. |  |  |
| 2. |  |  |
| 3. |  |  |
| How frequently does the Management Committee Meet? |  |
| Whether the Minutes of the Management Committee have been maintained? |  |
| If yes, for which period |  |
| Whether Management Committee reviews the progress of each child in the Home in the Meeting? |  |
| Follow up on the advise of the Management Committee? |  |
| Whether suggestion box available in the home? |  |
| If yes, where it is kept? |  |
| Whether children’s suggestion book is being maintained? |  |
| If yes whether action has been taken on the suggestions by the Management Committee? |  |
| Whether Management Committee consider and review following in every monthly meeting : Yes/No

|  |  |  |
| --- | --- | --- |
| i. | Care in the institutions, housing , are of activity and type of supervision or intervention required  |  |
| ii.  | medical facilities and treatment; |  |
| iii. | food, water, sanitation and hygiene conditions; |  |
| iv. | mental health interventions; |  |
| v. | individual problems of children and institutional adjustment; |  |
| vi. | quarterly review of individual care plans; |  |
| vii. | provision of legal aid services; |  |
| viii | vocational training and opportunities for employment |  |
| ix | education and life skills development programmes; |  |
| x | social adjustment, recreation, group work activities, guidance and counselling |  |
| Xi | progress, adjustment and modification of residential programmes to the needs of the children |  |
| Xii | planning post-release or post-restoration rehabilitation programme and follow up for a period of twoyears in collaboration with after care services, as the case may be; |  |
| Xiii | pre-release or pre-restoration preparation; |  |
| Xiv | release or restoration; |  |
| Xv | post release or post-restoration follow-up; |  |
| Xvi | minimum standards of care, including infrastructure and services available |  |
| Xvii | daily routine |  |
| Xviii | community participation and voluntary participation in the residential life of children such as education, vocational activities, recreation and hobby |  |
| Xix | all registers as required under the Act and the rules maintained by the institution, duly stamped and signed and to check and verify the registers in the monthly review meetings |  |
| Xx | matters concerning Children’s Committees |  |
| Xxi | any other matter which the Person-in-charge may like to bring up. |  |

**Observations/Remarks:** |

**Children’s Committee (Rule 40)**

|  |
| --- |
| Whether children’s committee has been set up? YES/No(if yes, the date when it was set up) |
| If yes, who are its members? |
| S. No. | Name | Designation |
| (i) |  |  |
| (ii) |  |  |
| (iii) |  |  |
| Whether there is a Children’s Committee for each of the three age group? |
| Age Group 6-10 years Yes / No |
| Details of Members |
| S. No. | Name | Designation |
| (i) |  |  |
| (ii) |  |  |
| (iii) |  |  |
| Age Group 11-15 years Yes / No |
| S. No. | Name | Designation |
| (i) |  |  |
| (ii) |  |  |
| (iii) |  |  |
| Age Group 16-18 years Yes / No |
| S. No. | Name | Designation |
| (i) |  |  |
| (ii) |  |  |
| (iii) |  |  |
| c |
| Whether the Minutes of the children’s Committee have been maintained? YES/NoIf yes, for which period |
| Whether minutes of the meeting of children’s committee are placed before Management Committee?Yes /No  |
| On what issues is the Children’s Committee deliberating?  |
| Improvement of the condition of the institution |  |
| Reviewing the standards of care being followed |  |
| Preparing daily routine and diet scale |  |
| Developing educational, vocational and recreational plans |  |
| Supporting each other in managing crisis |  |
| Reporting abuse and exploitation by peers and caregivers |  |
| Creative expression of their views through wall papers or newsletters or painting or music or theatre |  |
| Management of institution through the Management Committee |  |
| Any other issue |  |
| **Observations/Remarks :** |

**Staff (Rule 26)**

1. In case Home is for girls, whether Person in Charger/Superintendent is female or not: Yes/No
2. In case Home is for girls, whether staff of such Home are female are not: Yes/No
3. Whether any person associated with Home is holding any office in any political party Yes/No
4. Whether any person associated with Home has been convicted of an offence Yes/No
5. Whether any person associated with Home found to have involved in immoral act or In act of child abuse or employment of child labour, or in an offence involving moral turpitude

Yes/No

1. Whether prior police verification of person appointed or allowed to work in Home or not Yes/No
2. Whether of number of staff in the Home is accordance with staff in pattern for an Institution with a capacity of 100 children under [Rule 26(7)]

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Sanction-ed strength** | **Actual strength** | **Staff** | **Educati-onal qualific-ation** | **No:- working in one shift**  | **On Regular, Contract or outsourcing?** | **Whether given any other/ additional Charge?**  |
|  |  | Superintendent/Officer In-charge |  |  |  |  |
|  |  | Counsellor /Psychologist/Mental Health expert  |  |  |  |  |
|  |  | Case worker/ Probation Officer/Welfare Officer/Rehabillitation cum Placement Officer  |  |  |  |  |
|  |  | House Mother/ House Father  |  |  |  |  |
|  |  |  Ayahs |  |  |  |  |
|  |  | Educator/ Tutor ( Part Time) |  |  |  |  |
|  |  | Medical Officer (on call) |  |  |  |  |
|  |  | Paramedical Staff |  |  |  |  |
|  |  | Store-keeper cum Accountant |  |  |  |  |
|  |  | Driver  |  |  |  |  |
|  |  | Cook  |  |  |  |  |
|  |  | Helper  |  |  |  |  |
|  |  | Sweeper  |  |  |  |  |
|  |  | Art & craft and Activity Teacher |  |  |  |  |
|  |  | Gardner |  |  |  |  |
|  |  | Security  |  |  |  |  |
|  |  | House Keeping  |  |  |  |  |
|  |  | PT Instructor cum Yoga Teacher |  |  |  |  |
|  |  | LDC/UDC |  |  |  |  |
|  |  | **Total** |  |  |  |  |
|   |
| **Observations/Remark :** |

**Training and Capacity Building of Staff [Rule 89]**

Whether Staff of Home has been provided training keeping in view with their statutory responsibilities and specific jobs requirements

Yes/No

Whether security personnel engaged or appointed have adequately trained and oriented to deal with the children with sensitivity preferably ex-servicemen or retired para-military personnel or through Director General of Resettlement

Yes/No

Observation/Remark: ………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………..

Whether security personnel have training and special skills to handle a crisis situation, control violence and escape of children from the institution, conduct search and frisking and security surveillance

Yes/No

Observation/Remark : …………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………

|  |  |  |  |
| --- | --- | --- | --- |
| **Name of staff** | **Designation**  | **Training(s) attended – induction/refresher/orientation (when)** | **Organized/conducted by** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
| **Further training needs of the staff:** |
| **Observation/remarks regarding staff training:** |

**Community participation/ Openness and Transparency ( Rule 78)**

Whether Home is open to visitors such as voluntary organisations, social workers, researchers, doctors, academicians etc. with the permission of CWC/Board/Person in Charge or Management Committee?

Yes/No

Frequency of visit:

…………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………

Whether the Person-in-charge of the Child Care institution encourage active involvement of the local

community and corporate in improving the condition in the institution or support the child?

Yes/Not

…………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………

(4) Whether visitors’ book to record the remarks of the visitors is maintained?

Yes/No

Whether any follow up of advice or observation done: Yes/No

…………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………

|  |
| --- |
| **Observation/Remarks:** |

 **Escape/Running away/Missing children ( Rule 92)**

|  |  |
| --- | --- |
| How many children have run away during last 02 years? |  |
| From the Home: |  |
| From School: |  |
| How many of them have been found? |  |
| Has provisions of Rule 92 relating to missing children complied with? | **Yes/No** |
| What are the main reasons of escape? |  |
| Physical abuse | **Yes/No** |
| Sexual abuse | **Yes/No** |
| Missing home | **Yes/No** |
| Discipline  | **Yes/No** |
| No outing/ freedom | **Yes/No** |
| Punishment | **Yes/No** |
| Instigation/Inducement | **Yes/No** |
| Bad/ insufficient food | **Yes/No** |
| Any other ( please specify ) |  |
| **Observation/Remarks:** |

**Death of Child ( Rule 75)**

**Details of Death of Child during last 5 years**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Name of the child** | **Sex** | **DOB/ Age** | **Date of admission** | **Date of death** | **Place (Home/ Hospital)** | **Cause of death** | **Whether post-mortem & Autopsy done?**  | **Whether reported to concerned Authorities? If so, to whom & when?** |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
| **Observation / Remarks:** |

Restoration and Follow up ( Rule 82)

|  |  |
| --- | --- |
| No. of children restored from the Home during last 1 year |  |
| Whether home study report of child before restoration  |  |
| Escort arrangement for inter-state repatriation of children from Home |  |
| Whether female escort provided In case of restoration of girl child  |  |
| Whether the Home receives order in Form 44 parent/guardian with identity proof for the record? |  |
| Any other aspect? |  |

**Institutional Management of Children (Rule 69)**

**I. Whether the Receiving Officer of CCI in case child in need or care and protection or child in conflict with law received by it informed about the child and produced the child before CWC or Board respectively promptly without delay**

**Yes/No**

**…………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………**

I. . Whether procedure to be adopted **at the time of receiving of child** by the Institution under Sub-Rule F of Rule 69 are complied with or not?

|  |  |  |
| --- | --- | --- |
| i.  | a full personal description of the child shall be entered in the admission and discharge register. In case of rehabilitation stay, the date of release of the child shall also be noted; | Yes/No |
| ii. |  the child shall be searched after explaining the requirements and the process, and with due regard to decency and dignity and all the personal belongings shall be dealt with as stated in **rule 72** of these rules. A girl child shall be searched only by a female member of the staff; | Yes/No |
| Iii | the child shall be provided food to eat and drink if the child is hungry, irrespective of the time of receiving such child; | Yes/No |
| Iv | the child shall be provided medical care in case of ill-health, injury, mental ailment, disease or addiction requiring immediate attention; | Yes/No |
| V | the child shall be segregated in specially earmarked dormitory or ward or hospital in case he is suspected to be suffering from contagious or infectious disease requiring special care and caution; | Yes/No |
| vi. | the child shall be asked about any immediate and urgent needs like appearing in an examination or interview, contacting family members. A note of the same or of the fact that no such need is present shall be made by the Receiving Officer and put up before the Child Welfare Officer or Case Worker to whom the child is assigned. The said note shall be placed in the case file of the child. | Yes/No |
| vii | Every child received in the Child Care Institution shall be kept for the first fourteen days of his stay in the reception dormitory made specifically for the purpose or the segregation unit, so that the child adjust to the life in the Child Care Institution |  Yes/No |
|  |  |  |

Observation/Remark:

……………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………

B. **Procedure to be adopted after the child is received – Sub- Rule G of Rule 69**

Whether following procedure adopted **after the child is received** on the same day or the next day if the child is received in the night:

|  |  |  |
| --- | --- | --- |
| i. | photograph of the child shall be taken. One photograph shall be kept in the case file of the child and another shall be fixed on the index card with the particulars of the child. A copy shall be kept in an album serially numbered and a copy of the photograph shall be sent to the Board or the Committee as well as to the District Child Protection Unit and be uploaded on the designated portal set up for the purpose |  Yes/No |
| Ii | the child may have a bath and be provided fresh clothes. The caregiver shall issue the child toiletry items, new sets of clothes, bedding and other outfit and equipment as per **rule 30** of these rules, a list of which shall be kept in his case file. The provisions will be replenished from time to time as per **rule 30** of these rules; | Yes/No |
| Iii | the Child Welfare Officer or Case Worker shall familiarise every newly admitted child with the Child Care Institution and its functioning, particularly in the following areas:-(a) personal health, hygiene and sanitation;(b) discipline of the Child Care Institution and code of behaviour;(c) daily routine activities and peer interaction; and(d) rights, responsibilities and obligations within the Child Care Institution. | Yes/No |
| Iv | the child shall be examined by the medical officer, who shall record the state of health of the child, and of any wound or mark on his person and any other observation which the medical officer thinks fit and a copy of which shall be placed in the medical record of the child | Yes/No |
| v.  | Child Welfare Officer or Case Worker shall be assigned to the child by the Person-in-charge |  |

Observation/ Remark:

**………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………**

**C. Procedure to be adopted during the first fourteen days of receiving the child.**- Sub Rule H of Rule 69

Whether following procedure have been followed **during the first fourteen days of receiving the child:**

|  |  |  |
| --- | --- | --- |
| I | The assigned Child Welfare Officer or Case Worker shall interact with the child as often as possible. |  Yes/No |
| Ii | 2) Within two days of the receipt of the child, if required, he may be examined by a panel of doctors to understand his physical, medical, psychological state and his state of addiction, if any, for assessment of hispersonality and requirements to assist in the rehabilitation plan to be prepared for him |  Yes/No |
| Iii | (3) The Child Welfare Officer or Case Worker assigned to the child shall also interact with the family members of the child, where available. A case history in **Form 43** shall be prepared and maintained in the case file of the child. Information for the same may be collected through all possible and available sources including the parents or guardians, home, school, friends, employer and community of the child. | Yes/No |
| Iv | The Child Welfare Officer or Case Worker shall assess the educational level and vocational aptitude of the child on the basis of tests and interviews, conducted with the assistance of other technical staff. Necessary linkages, in this respect, shall be established with outside specialists and community basedwelfare agencies, psychologist, psychiatrist, child guidance clinic, hospital and other Government and nongovernmental organisations | Yes/No |

Observation/ Remark:

**………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………**

**D. Procedure to be adopted on the expiry of the first fourteen days.**- Sub- Rule I of Rule 69

Whether following procedure have been adopted on expiry of first fourteen days:

|  |  |  |
| --- | --- | --- |
| i. | The child shall be shifted to one of the regular dormitories and assigned a specific bed, cabinet and study table in that dormitory. | Yes/No |
| ii. | Assignment of the dormitory shall be done on the basis of:(i) age;(ii) nature of offence committed by or against the child;(iii) physical and mental status of the child;(iv) children, requiring special care, shall be kept in a different dormitory. | Yes/No |
| Iii | An individual care plan in **Form 7** of the child shall be prepared by the Child Welfare Officer or Case Worker on the basis of the child's case history, education and vocational aptitude. In case of rehabilitation stay, the care plan shall be formulated for the complete period of the stay and shall necessarily include anyand all directions given by the Board or the Committee or the Children’s Court towards the rehabilitation including bridge courses, formal, informal or continuing education. | Yes/No |
| Iv | The Child Welfare Officer or Case Worker shall review the individual care plan and note his opinion in the rehabilitation card in **Form 14** on the basis of his own observations, interaction with the child and his teachers or instructors and the feedback received from the house father or house mother. | Yes/No |
| v. | The Child Welfare Officer or Case Worker shall also maintain a record of any difficulty faced by the child during his stay at the Child Care Institution with a note of the steps taken to resolve the difficulty. | Yes/No |
| vi. | The Child Welfare Officer or Case Worker shall similarly keep a record of the complaints made by the child with regard to the facilities in the Child Care Institution with a note of the steps taken thereon. | Yes/No |
| vii | The individual care plan shall be reviewed every fortnight during the initial three months and thereafter, every month. A report of its effectiveness or inadequacy shall be prepared with reasons for such opinion. | Yes/No |
|  |  |  |

Observation/Remark:

**………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………**

E. **Procedure to be adopted after three months Sub- Rule- J of Rule 69**

|  |  |  |
| --- | --- | --- |
| **i** | The progress of the child shall be examined, with specific reference to the aims and targets noted in the individual care plan for the child. The progress of the child shall be reviewed and noted in the rehabilitation card in **Form 14**. | **Yes/No** |
| **ii** | The quarterly progress report shall be placed before the Management Committee for perusal and consideration. | **Yes/No** |
| **Iii** | After deliberation by the Management Committee, the individual care plan shall be appropriately modified. The routine of the child and the approach towards rehabilitation of the child shall also be suitably modified. Record of such modified care plan and daily routine shall be maintained in the case file of the child. The progress shall be reviewed and recorded in the rehabilitation card in **Form 14.** | **Yes/No** |

**Observation/ Remark:**

**………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………**

**Rehabilitation and Social reintegration**

 **Number of Orphan, Abandoned Surrendered children arrived at CCI in last two year? ( Provide month wise detail)**

**…………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………**

**Number children declared legally free for adoption in last two years ( date of order in month wise detail)**

**…………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………**

**Number of children who are Orphan or Abandoned or Surrendered declared legally free for adoption by CWC in last one year ( date of order in month wise details )**

**…………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………**

**Number of Children given in adoption in last one year ( month wise details)**

**…………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………**

**Number of children given in Foster care in last one year:**

**…………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………**

**Number of children benefiting from sponsorship programme in last one year**

**…………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………**

|  |
| --- |
| **Number of children in the Home reaching the age of 18 years, (in last 5 years)** |
| **What happened to these children?** |  | **Yes/No** | **Number** |
| Sent to aftercare organization |  |  |
| Continued living in home (If yes, then till when) |  |  |
| Restored to their families/  |  |  |
| Repatriated to their native State/place  |  |  |
| Trained in vocation |  |  |
| Provided financial support to start a business |  |  |
| Due to marriage |  |  |
| Others (if any) |  |  |
| **Observations/Remarks:** |

**Interface with family members/ relatives ( Rule 74)**

|  |
| --- |
| Visitation on which days? |
| Timings of visitation?  |
| Visitation by whom (parents/guardian/friends)? |
| Are telephone calls allowed? YES/NoIf yes duration & frequency?  |

**Records and Registers:**

**Maintenance of case files of each child (Rule 73):**

**Whether Case file of each child is maintained in CCI? Yes/No**

**Whether case file is produced before CWC/Board of Children’s Court**

**as the case may be on every date of production of the child: Yes/No**

**Whether case file contain following:**

|  |  |  |
| --- | --- | --- |
|  | report of the person or agency who produced the child before the Board or Committee including the report of the police; | **Yes/No** |
| **ii.** | copy of FIR or DD entry in case of offence committed by or against the child; | **Yes/No** |
| **iii.** | photo ID, if available | **Yes/No** |
| **iv.** | order of assignment of the Case Worker or Child Welfare Officer | **Yes/No** |
| **V** | case history form | **Yes/No** |
| **Vi** | report of any urgent need of the child | **Yes/No** |
| **Vii** | reports of the Person-in-charge, Probation Officer or Child Welfare Officer, counsellor and caseworker; | **Yes/No** |
| **viii** |  the case file of the child maintained in any previous institution, if any; | **Yes/No** |
| **ix** |  report of the initial interaction with the child, information from family members, relatives, community, friends and miscellaneous information; | **Yes/No** |
| **X** |  source of further information about the child, his family etc.; | **Yes/No** |
| **Xi** | observation reports from staff members; | **Yes/No** |
| **Xii** | regular health status reports from Medical Officer, drug de-addiction progress reports, as the case may be; | **Yes/No** |
| **Xiii** |  psycho-social profiling, regular counselling reports, any other mental health intervention report, wherever applicable; | **Yes/No** |
| **Xiv** |  report of Intelligence Quotient (I.Q) testing, aptitude testing, cognitive assessment, educational or vocational tests, if conducted; | **Yes/No** |
| **Xv** |  instructions regarding training and treatment programme and special precautions to be taken; | **Yes/No** |
| **Xvi** | copy of the personal belongings register; | **Yes/No** |
| **xvii** | copy of order declaring the age of the child; | **Yes/No** |
| **Xviii** |  leave and other privileges granted; | **Yes/No** |
| **Xix** | Rehabilitation Card; | **Yes/No** |
| **Xx** | quarterly progress report; | **Yes/No** |
| **Xxi** | individual care plan, including pre-release programme, post release plan and follow-up plan as prescribed and modifications therein; | **Yes/No** |
| **Xxii** |  fortnightly and monthly report of the effectiveness of the care plan; | **Yes/No** |
| **xxiii** | record of difficulties faced by the child and their resolution; | **Yes/No** |
| **Xxiv** | record of the complaints of the child and action taken on them; | **Yes/No** |
| **xxv** |  feedback given by the child; | **Yes/No** |
| **Xxvi** |  leave of absence or release under supervision; | **Yes/No** |
| **Xxvii** |  report about a visitor visiting the child being found to have objectionable or prohibited articles; | **Yes/No** |
| **Xxviii** | report of the child having such articles and action taken on the same; | **Yes/No** |
| **Xxix** |  report of any unacceptable behaviour and outcome; | **Yes/No** |
| **Xxx** | report of any exceptional behaviour and outcome; | **Yes/No** |
| **Xxxi** | special achievements and violation of rules, if any; | **Yes/No** |
| **Xxxii** |  note of the rewards or earnings of the child and receipt by the child or his parent or guardian; | **Yes/No** |
| **Xxxiii** | release or restoration order; | **Yes/No** |
| **Xxxiv** | xxxiv) escort order, if any; | **Yes/No** |
| **Xxxv** | compliance report of release in case of children under rehabilitation intervention stay; | **Yes/No** |
| **Xxxvi** |  report of the child not being released and compliance report of the directions issued on non-release of a child; | **Yes/No** |
| **Xxxvii** | follow-up reports; | **Yes/No** |
| **xxxviii** | annual photograph; | **Yes/No** |
| **Xxxix** | (xxxix) follow-up report of post release cases as per the direction of the Board or the Committee or the Children’s Court; | **Yes/No** |
| **Xl** | copy of any other report called by the Board or the Committee or the Children’s Court in respect of the child; and | **Yes/No** |
| **Xli**  |  remarks, if any | **Yes/No** |
|  |  |  |

**Maintenance of Registers: ( Rule 77)**

|  |
| --- |
| **Whether the registers are maintained and updated properly** |
| Admission and discharge register | Yes/No |
| Attendance Registers for Staff and Children  | Yes/No |
| Budget Statement File  | Yes/No |
| Case file of each child  | Yes/No |
| Cash Book | Yes/No |
| Children’s Suggestion Book | Yes/No |
| Counselling Registrar  | Yes/No |
| Drug de-addiction programme enrolment and progress report  | Yes/No |
| Handing over Charge Registrar  | Yes/No |
| House Keeping and Sanitation Register  | Yes/No |
| Inspection Book | Yes/No |
| Legal Services Register  | Yes/No |
| Library Register | Yes/No |
| Log Book | Yes/No |
| Meals Register/ Nutrition Diet File | Yes/No |
| Meeting Book | Yes/No |
| Minuets Register of Children’s Committee  | Yes/No |
| Minutes Register of Management Committee  | Yes/No |
| Order Book | Yes/No |
| Personal Belongings Register  | Yes/No |
| Production Register  | Yes/No |
| Staff Movement Register  | Yes/No |
| Stock Register  | Yes/No |
| Visitor’s Book | Yes/No |
| **Observations/Remarks:**  |

|  |  |
| --- | --- |
| **System and record of Reporting**  |  |
|  |
| **Records of Inspections during last 1 year (Rule41 ):** |
| By the Inspection Committee |  |
| By the CWC  |  |
| By the JJ Committee of the High Court |  |
| By the senior officer(s) of the Dept. of WCD |  |
| **Other Systems of Supervision and Monitoring** |
|  |
| **Assessment of the infrastructure / facilities / standards of care in the Home from the perspective of the children (on the basis of interaction with them)?** |
|  |
| **Summary of Conclusions (add additional sheet, if required)** |
|  |
| **Recommendations (add additional sheet, if required)** |
|  |