



RESIDENTIAL CARE INSTITUTION INITIAL MINIMUM STANDARDS ASSESSMENT TOOL

ASSESSMENT INFORMATION:

Date of Assessment:	
Name of Assessor/s:	

GENERAL CENTRE INFORMATION:

Name of centre:	
Address of centre:	
Name of the Director/s:	
Contact information:	
Type of residential care institution:	
Name of implementing organisation:	
Date centre commenced operation:	

REGISTRATION DETAILS:

Implementing entity licensing/registration status and information (attach supporting docs):	<i>Include here whether the organisation is registered as a not for profit entity, with which government agency/ministry and the current status of registration (current, lapsed, under renewal)</i>
Residential care service licensing/registration status (attach supporting doc.):	<i>Include what line ministry or govt. agency the institution is licensed with or has an MOU with, if any, and the current status of registration (current, lapsed under renewal)</i>

PROPERTY DETAILS:

Name of legal owners of the building and land where the institution is located:	
Status of occupancy of the implementing organisation (i.e. renting, perpetual lease, owner occupied, property owned by/in the name of the director or donor):	
Details of any agreements regarding ownership/occupancy (rental agreements, trust agreements, ownership agreement between donor and director, perpetual lease agreement etc):	<i>Attach copies of agreements and include information on where/with whom original agreements are kept.</i>
Title details (where property is owned by the entity, donor entity or held in trust in the director's names):	<i>Include here where the title is kept and with whom, particularly if it is in the name of the directors or other individual and held in trust for the implementing organisation or donor entity.</i>

PREVENTION ACTIVITIES:

Describe any prevention of abandonment activities run in surrounding/source community by the implementing organisation or formal partner:	<i>Include here any information about family support, strengthening or community development programs the organisation runs to prevent recourse to alternative care or aid in reunification.</i>
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BASIC INFORMATION ABOUT THE NUMBERS OF CHILDREN/YOUTH IN THE CENTRE:

	Under 1 yrs	1- 5 yrs	6- 12 yrs	13- 17 yrs	18 yrs & over	Total
Girls						
Boys						
Total						

Comments:	
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**There is other in-depth information you will want to collect at a follow up visit or during child assessments that may not be able to be captured during an initial visit/assessment – i.e. specific reasons for separation, disabilities, reunification figures, no. of children who visit home each quarter, communities of origin, child protection issues and needs, education and health information.*

BASIC INFORMATION ABOUT THE STAFF OF THE CENTRE:

	Under 18 yrs	18-25 yrs	26- 45 yrs	Over 45	Total
Female					
Male					
Total					
Comments:	<i>Include here information on staff roles, i.e. how many are caregivers, how many fulfil other roles etc.</i>				

STAFFING/EMPLOYMENT

	YES/NO/ SOMEWHAT	COMMENTS
Does the director/s have an employment contract and set wage?		
Are signed staff contracts in place which stipulate roles, responsibilities and salary, and are staff regularly paid?		
Are child safe recruitment practices in place and are all staff and volunteers properly screened?		
Are volunteers/voluntourists prohibited from working onsite or directly with the children?		
Are there complaints/disciplinary policies and procedures in place and have all staff received orientation and/or signed policies in acknowledgement/agreement?		
Are staffing levels adequate (1:5 for children > 5yrs and 1:3 for <5yrs/special needs children) and gender appropriate? Can the two adult-rule be met at all times?		

Do staff have rostered time off and set working hours?		
Are appropriately qualified staff hired, including social workers?		
Is there a staff training program that is in place and utilized?		
Is there separate accommodation for staff which is out of bounds for children (child protection)?		
Do staff receive appropriate supervision (including social work supervision for social workers)?		
Are any of the staff and directors related?		

COMMENTS: STAFF

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STANDARDS FOR RESIDENTIAL CARE OF CHILDREN ASSESSMENT

1. GOVERNANCE AND OVERSIGHT		YES/NO/ SOMEWHAT:	COMMENT:
1.1	Is the implementing organisation appropriately registered in-country?		
1.2	Is the centre appropriately licensed/registered as a residential care facility according to government regulations?		
1.3	Is the residential care institution regularly inspected by the authorities against minimum standards?		
1.4	Does the implementing organisation have an independent governance board in place?		Include here any details of inspections, including reports, findings or scoring.
1.5	Does the governing board hold regular meetings and receive financial and activity reports from the director/manager?		
1.6	Does the organisation have signed MOUs/agreements in place with donors?		
1.7	Are regular independent audits of the finances conducted, and audit reports provided to the board and made available to key donors?		
1.8	Does the primary donor/funding body conduct regular site visits and monitor the standards of care provided to the children (against minimum standards or the Guidelines for the Alternative Care of Children)?		
1.9	Are agreements to regularly evaluate the centre and operations included in MOUs?		
1.10	Does the implementing organisation meet all government reporting requirements as set out in regulation or agreements?		

COMMENTS: GOVERNANCE

2. INITIAL GATEKEEPING

		YES/NO/ SOMEWHAT	COMMENT
2.1	Does the institution refrain from admitting children under 3 years old into institutional care?		
2.2	Is admission criteria based on government policy and/or The UN endorsed Guidelines for the Alternative Care for Children?		
2.3	Does the centre only accept children for admission through referrals from the mandated authorities?		
2.4	Are all other family and community-based options for the child exhausted before admission accepted or are explored immediately upon temporary admission?		
2.5	Can/does the organisation refer children to non-institutional services where alternative care is not necessary or residential care is not suitable?		
2.6	Does the centre register children on admission and obtain a thorough history? Where tracing and assessment provided on referral are found to be incomplete or insufficient, does the organisation conduct further assessments/or family tracing?		
2.7	Is guardianship of each child clearly established for the duration the child is in alternative care (government, licenced centre, parent or relative)?		
2.8	Does each child have an individual file that contains sufficient information and records? Are there digital copies (where appropriate)?		
2.9	Is a birth certificate/identification document maintained in the child's file? If the child's birth is not registered upon admission it is facilitated by the centre in conjunction with the child's family?		
2.10	Are children's files securely stored and kept confidential?		
2.11	Are all children admitted or referred by non-mandated authorities brought to the attention of authorities as soon as practicable and within timeframes stipulated by law/regulation?		
2.12	Does the centre cater for a specific group of children? If so which group?		

2.13	Are certain groups of children disproportionately represented in the centre (where it is not a specialised/therapeutic centre)? Which groups?		

COMMENTS: ADMISSION CRITERIA

3. REINTEGRATION AND PERMANENCY PLANNING

		YES/NO/ SOMEWHAT	COMMENT
3.1	Is there a reintegration program in place and does reintegration commence as soon as a child is admitted into residential care?		
3.2	Does the organisation conduct intensive family tracing with the aim of reunification as soon as a child whose family whereabouts is unknown comes into the centre?		
3.3	Is permanency in a family setting given due priority in care planning and placement decision making?		
3.4	Does the organisation (through direct services, advocacy or referral) provide family strengthening support to enable families to resume care for their children as soon as possible?		
3.5	Does the organisation (through direct services or referrals) ensure children with disabilities or other special needs can be supported in families and in the community through community-based rehabilitation and/or specialised family supports?		
3.6	For children who cannot be reunified with family (including extended family) are foster care/domestic adoption options in place or able to be facilitated by the organisation (directly or through referral)?		

3.7	Where biological reunification will take some time (due for example to the migration status of a parent), are other family-based alternative care options explored and facilitated where appropriate?		
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COMMENTS: REINTEGRATION & PERMANENCY PLANNING

4. CHILD CARE ARRANGEMENTS REFLECTING FAMILY		YES/NO/ SOMEWHAT	COMMENT
4.1	Is children's care arranged in 'family/small' groups with consistent carers assigned specifically to them? Does the facility ensure that the children have access to rights/needs normally provided by a parent: basic care (e.g. medical, dental, etc), education, emotional warmth and caring, age appropriate social and intellectual stimulation, guidance and boundary setting, stability in caregivers and environment?		
4.2	Do children assist with household chores as typically expected in a family unit (child work but not child labour) to ensure they develop life skills commensurate with children in the community?		
4.3	Do children eat meals in 'family/small' groups?		
4.4	Does the organisation ensure siblings/close friends are kept together in the same institution (unless not in their best interests) and in the same family group in the institution?		
4.5	Are children organised into 'family groupings' to reflect family life (different ages, abilities, genders etc), except in situation when children are at risk of abuse (sexual, physical, emotion) by another children or where regulations mandate single gender institutions?		
4.6	Are unrestricted family visits and contact facilitated and encouraged? * Exceptions may include supervised visits when there is a history of family abuse.		

COMMENTS: CHILD CARE ARRANGEMENTS REFLECTING FAMILY

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5. REFLECTING INDIVIDUALITY OF THE CHILD**YES/NO/
SOMEWHAT****COMMENT**

5.1	Is an individual care plan developed for every child and children given opportunities to participate in decision making that affects their immediate and long-term care? Do care plans take into account children's personal characteristics, beliefs and cultural practices?		
5.2	Is the child able to voice his/her opinion about decisions affecting them, including their care arrangements?		
5.3	Do girls and boys have their own clothes and space to keep personal items?		
5.4	Is children's religious freedom respected and are children allowed to worship according to their beliefs and not required or forced to participate in religious activities?		
5.5	Are children with disabilities are given individualised support appropriate to their needs and sufficient to assist the to realise their rights and achieve optimal development and independence?		

COMMENTS: REFLECTING INDIVIDUALITY OF THE CHILD

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6. REFLECTING COMMUNITY ROLES NOW AND IN FUTURE		YES/NO/ SOMEWHAT	COMMENT
6.1	Do children attend a school in the local community?		
6.2	Do children participate in activities in the community as much as possible (including sports, religious, cultural and community activities)?		
6.3	Do children interact with people from the community regularly and in an appropriate manner?		
6.4	Are youth who have missed schooling given access to literacy and numeracy training in the community (where possible)?		
6.5	Are vocational training (particularly work based training programmes) /apprenticeships available/facilitated for youth?		

COMMENTS: REFLECTING COMMUNITY ROLES NOW AND IN FUTURE

7. PREPARING FOR INDEPENDENT LIVING		YES/NO/ SOMEWHAT	COMMENT
7.1	Does the centre provide the opportunity for teenagers/youth to foster greater independence and prepare for independent living?		
7.2	Does the organisation facilitate a life skills training pathway for children and in particular teenagers/youth?		
7.3	Does the organisation facilitate young people to transition into semi-independent living arrangements and prepare young people appropriately for aging out of care?		

7.4	Are young people who age out/move into semi-independent living provided with appropriate support and follow up?		
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COMMENTS: PREPARING FOR INDEPENDENT LIVING

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8. REFLECTING THE PHYSICAL WELL-BEING OF THE CHILD		YES/NO/ SOMEWHAT	COMMENT
8.1	Does the organisation monitor children's health and ensure appropriate health care is provided?		
8.2	Are independent health records kept for all children and included in their files?		
8.3	Are child Immunizations kept up to date for all children and recorded?		
8.4	Is health education available for all children (and staff where necessary) and include sexual and reproductive health education?		
8.5	Is security, especially at night, sufficient to ensure that neither adults nor older children may make inappropriate advances toward either boys or girls?		
8.6	Is adult supervision maintained 24 hours a day?		
8.7	Are essential first aid supplies available on site and accessible to staff?		
8.8	Are there facilities for washing personal clothing and bedding?		
8.9	Are suitable materials provided and easily accessible for menstruating girls?		

COMMENTS: REFLECTING THE PHYSICAL WELL-BEING OF THE CHILD

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9. REFLECTING THE PSYCHO-SOCIAL WELL-BEING OF THE CHILD

		YES/NO/ SOMEWHAT	COMMENT
9.1	Are children given adequate and appropriate information to inform them of expectations, routines, activities at the centre of in the community?		
9.2	Do children have time each day for play activities?		
9.3	Do all staff have training in basic listening skills and child development?		
9.4	Are trained counsellors available to assist children with special psycho-social needs (not necessarily full time or as staff – community based mental health services)?		
9.5	Is the child's right to expression of religion respected and appropriate opportunities are provided for children to participate in the religious practices of their choice?		

COMMENTS: REFLECTING THE PSYCHO-SOCIAL WELL-BEING OF THE CHILD

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10. SENSITIZATION / TRAINING FOR CHILDREN AND STAFF		YES/NO/ SOMEWHAT	COMMENT
10.1	Do staff receive training in child rights and basic child development?		
10.2	Do staff receive training on non-violent and appropriate child discipline and child protection behaviour/code of conduct and sign to say they will abide by it?		
10.3	Are all children are made aware of their rights and responsibilities, including how to report concerns?		
10.4	Are all children are informed about staff behaviour protocols/code of conduct and have an external person/ means of reporting any concerns or violations?		

COMMENTS: SENSITIZATION / TRAINING FOR CHILDREN AND STAFF

11. PHYSICAL STRUCTURES		YES/NO/ SOMEWHAT	COMMENT
11.1	Do the buildings reflect the culture and style of the community in which they are in?		
11.2	Is the quality of the buildings similar to the community around and/or housing in the community of the children's origin, so as not to encourage abandonment of children?		
11.3	Are the buildings adequately maintained and secure?		
11.4	Is clean drinking water available and unrestricted?		
11.5	Are the buildings and grounds are kept clean and hazard free?		
11.6	Is there adequate space for play activities?		

11.7	Do the buildings reflect family living .– i.e. small groups rather than large dormitories?		
11.8	Is access to toilets and washing is private and unrestricted?		
11.9	Are adequate toileting and bathing facilities are provided– as per local custom and taking into account child protection requirements?		

COMMENTS: PHYSICAL STRUCTURES

12. MOVEMENT OF STAFF/VISITORS AND CHILDREN

		YES/NO/ SOMEWHAT	COMMENT
12.1	Is the centre respected as the private home of children and visitors/volunteers access restricted (may allow for community visitors as per norms/customs).		
12.2	Are all visits recorded in a logbook?		
12.3	Are transfers of children kept on record?		

COMMENTS: MOVEMENT OF STAFF/VISITORS AND CHILDREN

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