**Format For Inspection of Specialized Adoption Agencies ( SAA)**

1. Name of District:

1. 1. **Information about the Institution**

Name of the Institution: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Address of the Institution:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Telephone Number:

E-mail:

Name of the State:

Date of inspection:

Inspection Team:

|  |  |  |  |
| --- | --- | --- | --- |
| Sl. No. | Name | Designation | Contact No. & Email  |
| 1. |  |  |  |
| 2. |  |  |  |
| 3. |  |  |  |
| 4. |  |  |  |

2. **Legal Status**

|  |  |  |
| --- | --- | --- |
| **Sl. No.** | **Registration** |  |
| **1.** | Registration No under Societies Registration Act 1860 (21of 1860) or Indian Trusts Act; 1882 (2 of 1882) orCompanies Act; 2013(18 of 2013) or Income Tax Act;1961 (43 of 1961). | **No.****Date** |
| **2.** | Registration as a Child Care Institution under Section 41(1) of the Juvenile Justice (Care and Protection of Children) Act 2015 and its validity. | **No.** **Date of Validity**  |
| **3.** | Recognition as a Specialized Adoption Agency for placing children in adoption under Section 65(1) of the Juvenile Justice (Care and Protection of Children) Act 2015. | Date of Order of Government  |
| **4.** | Whether SAA is registered under Foreign Contribution Regulation Act.If yes,  | Yes/No Registration No. valid upto………………. |

**If SAA 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.****….** |  |  |

f. Whether SAA is aided/supported by Government:

Yes/ No if, yes please Name of Department:

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

g. As on date, Number of Children

……………………………………………………………………….

Give Number of Children:

|  |  |  |  |
| --- | --- | --- | --- |
| Age Group  | Number | Boys | Girls |
| 0-6 years |  |  |  |
| 6 + ( if any) |  |  |  |

|  |  |  |
| --- | --- | --- |
| 1. Children with special needs
 | HIV + |  |
| Disability in seeing  |  |
| Disability in hearing  |  |
| Disability in speech |  |
| Disability in movement |  |
| Mental retardation |  |
|  | Mental illness  |  |
| Autism  |  |
| Any other  |  |

h.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| 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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**3. Staff**

**3.1 Staff of the Specialized Adoption Agency :**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **position**  | **Name** | **Date of Joining**  | **Qualification and Experience**  | **Salary**  |
| Manager/Coordinator  |  |  |  |  |
| Social Worker cum EarlyChildhood Educator  |  |  |  |  |
| Nurse  |  |  |  |  |
| Doctor (Part time) |  |  |  |  |
| Ayas  |  |  |  |  |
| Watchman  |  |  |  |  |
| Any other staff on the payroll of SAA  |  |  |  |  |
| Name of the volunteer if any |  |  |  |  |

**4. Committees in place**

|  |  |  |
| --- | --- | --- |
| Committee | Meetings held during last one year  | Observations of the InspectingTeam |
| Adoption Committee |  |  |
| Home Management Committee |  |  |
| Any other Committee |  |  |

**5. Documents and record keeping**

**( Regulation 29(6)(d)]**

|  |  |  |  |
| --- | --- | --- | --- |
| Sl. No | Records/Registers to be maintained by the Specialized Adoption Agency as per Adoption Regulations |  **Whether Records/Register are maintained** **Yes/No** | **Observation** |
| **a.**  | Master admission register |  |  |
| **b.** | Attendance register of the children |  |  |
| **c.** | Attendance register of the staff |  |  |
| **d.** | Vouchers, cashbook, ledger, journal and annual accounts |  |  |
| **e.** | Grant and utilization register |  |  |
| **f.** | Stock register |  |  |
| **g.** | Record of minutes of meetings of the Management Committee |  |  |
| **h.** | Record of minutes of meetings of the Adoption Committee |  |  |
| **i.**  | register of adopted children with details of adoptive parents (date of registration, date of Home Study Report, date(s) of referral of child or children, date of court order, date of handing over of the child to prospective adoptive parents, etc.) |  |  |
| **J** | Medical and development file of child  |  |  |

**5.1.** Whether the case files maintained by the Specialised Adoption Agency contain following documents:

|  |  |  |  |
| --- | --- | --- | --- |
| Sl. No. | Documents | Whether maintained Yes/No | Observation of Inspection Team  |
| i. | case history and social investigation report of the child |  |  |
| ii. | interim care order as well as the order declaring the child legally free for adoption by the Child Welfare Committee and the Deed of Surrender in case of a relinquished child |  |  |
| Iii | Child Study Report, Medical Examination Report and immunization record of the child |  |  |
| iv. | photographs of the child taken at intervals of every six months |  |  |
| v. | application form, documents and Home Study Report of the prospective adoptive parents |  |  |
| vi. | adoption petition, adoption order and birth certificate of the child; |  |  |
| vii | post-placement progress reports of the child |  |  |

Functions of SAA:

1. Number of Children ( Orphan, Abandoned , Surrendered or any other category of children) arrived at SAA during last one years) and total number and details of children actually placed in in-country and inter-country adoption in last two year ( month wise details)

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II. Whether Records pertaining to adoptions of children, starting from their admission up to the legal adoption decree and follow-up progress as well as the related registers are maintained:

Yes/No

Observation/Remarks:

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

III. Whether the SAA has submitted monthly reports including the adoption data to the State Government or State Adoption Resource Agency concerned and the adoption data to the Authority regularly ?

Yes/No

IV. Follow up and adopted Child:

Whether the Specialised Adoption Agency which has prepared the Home Study Report, prepared the post-adoption follow-up report on six monthly basis for two years from the date of pre-adoption foster placement with the prospective adoptive parents, in the format as provided in Schedule XII and upload the same in Child Adoption Resource Information and Guidance System along with photographs of the child.

( Regulation 13(1)]

Yes/No

V. Whether the Specialised Adoption Agency is regularly updating data and reports in the Child Adoption Resource Information and Guidance System

Yes/No

VI whether the Specialised Adoption Agency is maintaining and providing quality child care facilities in the institution as provided under these regulations and the minimum standards of child care shall be as specified in Schedule XIII of the Regulations.

Following facilities specified in Schedule XIII of the Regulations are required to be maintained for the children in the institution:

(a) **Physical facilities**:

(b) **Medical facilities**:

(c) **Staff**:

(d) **Clothing**:

(e) **Food**:

(f) **Education**:

**VII. Services provided to the children:**

(a) Medical facilities/Maintenance of Health Cards: *………………………*

……………………………………………………………………………………..

………………………………………………………………………………………

(b) Nutrition/Special Diet: ………………………………………………………

………………………………………………………………………………………

………………………………………………………………………………………

(c) Provision of safe drinking water: ………………………………………….

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(d) Education (Formal Education/NFE and Life Skill Training Programme):

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………………………………………………………………………………………

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(e) Counselling/ Guidance services provided: ………………………………

………………………………………..……………………………………………

………………………………………………………………………………………

(f) Physiotherapy service available to children?

…………………………………………..………………………………………….

(g) Recreational facilities available in the adoption agency for children:

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**VIII. Whether Daily Routine of Children maintained?**

**Yes/No**

**Daily Routine of Children:**

|  |  |
| --- | --- |
| Time | Activities / Schedule |
| **Morning** |  |
| **Day Time** |  |
| **Afternoon** |  |
| **Evening** |  |
| **Late evening**  |  |
| **Night**  |  |

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**IX. Whether SAA has** Linkages developed with other agencies/departments :

Yes/No

If Yes, Please specify

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X. Whether SAA has reported all cases of admissions, restorations, transfers, death and adoption of children, as well as about children missing from the institution, if any to

a. Child Welfare Committee Yes/No

b. District Child Protection Unit, Yes/No

c. State Adoption Resource Agency Yes/No

d. Child Adoption Resource Information and Guidance System, Yes/No

e. designated portal for missing child Yes/No

f. police; Yes/No

XI. Whether SAA has submitted the status of every orphan, abandoned and surrendered child on the Child Adoption Resource Information and Guidance System, which is accessible on the website [www.cara.nic.in](http://www.cara.nic.in);

Yes/No

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

XII. Whether SAA has uploaded the certificate, issued by the Child Welfare Committee, declaring the child legally free for adoption in Child Adoption Resource Information and Guidance System within forty-eight hours from the receipt of such certificate;

Yes/No

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

XIII Whether SAA has prepared the Child Study Report of all orphan, abandoned and surrendered children, through its social worker, and upload them in Child Adoption Resource Information and Guidance System, within seven days from the date such children are declared legally free for adoption by the Child Welfare Committee;

Yes/No

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

XIV. Whether SAA has arrange medical tests, as provided in Schedule IV, for all children admitted into its home and prepare the Medical Examination Report through its pediatrician or doctor for uploading the same in Child Adoption Resource Information and Guidance System, within seven days from the date such children are declared legally free for adoption by the Child Welfare Committee;

Yes/No

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

XV. whether SAA has prepared individual care plan for each child following the principle of the best interests of the child and the care options in the following order of preferences:-

(i) restoration to the biological family or legal guardian;

(ii) in-country adoption;

(iii) inter-country adoption;

(iv) foster care; and

(v) institutional care;

Yes/No

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

XVI. Whether SAA has created a memory album, which shall include a photo album of the child, history and details of the child’s life (details of surrendering parents not to be mentioned), and interests of the child, which shall be handed over to the adoptive family along with the medical history of the child at the time of handing over the child to the prospective adoptive parents in pre-adoption foster care;

Yes/No

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

XVII. Whether SAA has made efforts to place each child in adoption, who has been declared legally free for adoption by Child Welfare Committee;

Yes/No

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

XVIII Whether SAA has completed referral process of a child to prospective adoptive parents and the legal procedure related to adoption as provided in these regulations;

Yes/No

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XIX. Whether SAA has facilitated interaction of the child with prospective adoptive parents, wherever required;

Yes/No

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

XX. Whether SAA has preserved adoption records in a manner, that such record is accessible to authorised persons only; facilitate root search by adoptees in the manner as mentioned in regulation 44.

Yes/No

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

XXI Whether SAA has completed the Home Study Report of prospective adoptive parents who have opted for the home study by them, within one month from the date of their registration and submission of required documents;

Yes/No

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

**Pending status of Home Study Report beyond one month**

|  |  |  |
| --- | --- | --- |
| Cases where Home Study Report ispending beyond one month from thedate of completion of registration | Reasons for the same | Observations of theInspection Team |
|  |  |  |

XXIII. Whether SAA has prepared an individual care plan for each child, based on age and gender specific needs in respect of the following, namely:-

(i) health and medical needs;

(ii) emotional and psychological needs;

(iii) educational and training needs;

(iv) leisure, creativity and play;

(v) attachments and relationships;

(vi) protection from all forms of abuse, neglect and maltreatment;

(vii) rehabilitation including reunion with family, adoption and other non-institutional care;

(viii) social mainstreaming; and

(ix) follow-up after rehabilitation or restoration

Yes/No

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

XIV. **Funds /Grants received during last financial year:**

|  |  |  |  |
| --- | --- | --- | --- |
| Fees for conducting HomeStudy and Post-adoptionfollow-up | Adoption fee | Grants from State Govt.under ICPS | Any other donations/grants received |
|  |  |  |  |
|  |  |  |  |

**Funds /Grants Expenditure during last financial year:**

|  |  |  |
| --- | --- | --- |
| Head wise expenditure | Amount | Observation by Inspection Team  |
|  |  |  |
|  |  |
|  |  |