

INSPECTION OF SPECIALISED ADOPTION AGENCY BY VISITOR JUDGE

(Fill as applicable)

District:

Date and time of visit:

Quarterly Report for the period:

(April-June/July-September/October-December/January-March)

Name of the officials inspecting the Home:

1.
2.
3.

Name and address of Institution:

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If aided/supported: by State Government, Name of Department:

If run by Government:

Name of Person-in-charge:

Contact No.

E-mail ID:

Indicator	Status (Yes or No)	Remarks (in case of No Compliance or partial Compliance)
LEGAL STATUS (Section 41/Rule 21: Registration of the Child Care Institutions)		
Registration No. and Date of registration under the Juvenile Justice(Care & Protection) Act 2015		
FUNCTIONING		
Sanctioned capacity (in numbers)		
Total number of Children placed in the Institution		
Number of Children living in the Home without the order of the Child Welfare Committee		
Are there children in the age group of 0-6 years staying there? (<i>Specify number</i>)		

Are there children in age group of 06-10 and 10-18 and above staying there? (Specify number)		
No. of new admissions in the current month (Specify number)		
No. of children who have moved out released (Specify number)		
No. of children referred by Child Welfare Committee during the month. (Specify number)		
No. of children produced before Child Welfare Committee during the month. (Specify number)		
No. of children as on last day of the previous month. (Specify number)		
No. of children with special needs, if yes, give details. (Specify number and needs)		
Total number of children present in the Institution are less than its capacity or as per its capacity (Section 41)		
Number of children residing for more than 04 months		
MANAGEMENT COMMITTEE		
Average Number of meetings conducted in a year (Specify number) (Rule 39: Management Committee)		
Adoption Committee constituted (Adoption regulation 2022)		
Average Number of meetings conducted in a year (Specify number) (Adoption regulation 2022)		
Information regarding the children is uploaded on a portal, as specified by the Central Government.		
PHYSICAL INFRASTRUCTURE (Rule 29)		
Building (Rented or owned)		
Sign board displayed indicating name, type of Child Care Institution, contact details		
02 Education (Class room) for 25 Children		
02 Dormitories for 25 Children		

01 Kitchen		
01 Counseling Room		
01 Recreation Room with television		
01 Sick room		
01 Library		
01 Visitors' room		
01 Dining hall		
01 Store		
01 Record room		
01 Office room		
Staff Residence		
05 Bathrooms		
08 Toilets		
Computer with internet		
Boundary wall/fencing		
INSTITUTIONAL FACILITY (Rule 26: Management and Monitoring of Child Care Institutions)		
Records stored safely		
Essential Details including- Emergency Numbers		
Duty Chart		
Menu Chart		
Attendance Status		
Weekly Programme Schedule		
Safe transport facility for children attaining education outside the campus		
Separate facilities for children from staff and management		
Facilities and support (equipment, staff, teaching and learning materials/aids) for children with special needs		
Visual needs		
Intellectual needs		
Hearing needs		
Rooms and dormitories being free of unstable heavy equipment, furniture, or other items that children could pull down on themselves		
Good condition of ceilings walls, floor coverings, draperies, curtains, blinds, furniture, fixtures, and equipment		

Clear guidelines regarding access of staff/visitors in identified areas especially in children's dormitories/toilets		
Walls and compound painted with attractive paints/cartoons/pictures etc.		
A cradle has been placed near the outside gate or not		
Infants, toddlers and older children are segregated or not		
Restrictions on entry in the infants and toddler areas		
Freedom of movement of mobile infants and toddlers in a safe area		
Privacy maintained in toilets and bathing areas or not (Rule 67)		
Basic emergency medical care equipment available or not (Rule 67)		
Special emergency medical care equipment available or not (Rule 67)		
Safe and purified drinking water storage is available or not (Rule 31)		
Safe and purified drinking water is provided to all children or not (Rule 31)		
Proper drainage and garbage disposal facilities available or not (Rule 31)		
STAFF (Rule 26)		
One Person- in-Charge		
Two Counselor		
Three Child Welfare Officer/ probation officer/Case workers		
Four House Mother/ House Father		
One Medical Officer (Physician)		
One Para medical staff		
One Store keeper cum accountant		
One Driver		
Two Cook		
Two Helper		
Two House Keeping		
Security Guard		
Female Superintendent / Manager /In-Charge available for girls' unit		
TRAINING OF STAFF		
Care Givers (Rule 89)		

Security personnel and other staff		
Superintendent/Manager/ In-charge stay on the campus (Rule 61)		
CHILD CARE FACILITIES		
Enough/safe toys are available and accessible to children or not (Rule 38)		
Enough suitably equipped outdoor space for play is available and accessible to children or not (Rule 38)		
Availability of safe toys for infants and toddlers to stimulate their healthy development or not (Rule 38)		
Individual beds/ cradle are available and provided to children or not (Rule 29)		
Activities are conducted under staff supervision to minimize the risk of injury to children or respond as promptly as possible or not (Rule 34/35)		
Active supervision of children in emotional distress (due to fear, trauma, or illness) or not (Rule 34/35)		
PREVENTION AND PROTECTION FROM ABUSE (Rule 76)		
Standard operating procedure for child protection		
Standard operating procedure is adhered to by staff and Management		
Functional and accessible complaint and grievance redressal mechanism including for abuse prevention is in place, such as-Suggestion Box		
Child helpline		
CCTV Cameras		
All CCTV's cameras are functional		
CCTV's covers all prominent entry and exit points of CCIs		
CCTV's cameras have 03 months backup		
DAILY ROUTINE (Rule 32)		
Daily routine of activity is followed		
Daily routine is on public display at prominent places in the institution		
NUTRITION (Rule 33)		

Staff is aware of the nutritional requirement of children at varying stages of development		
Meals are planned in consultation with children		
Meals are provided in accordance with prescribed norms/diet scale		
Birthdays of children are celebrated		
Special meal is provided during festivals/occasions		
Special diet is provided to sick/special health children, as per advice of Doctor		
Ayah/caretakers are supervised by other staff while babies are fed		
CLOTHING, BEDDING HYGIENE		
All children are provided individual, clean, seasonal and age appropriate clothes, articles and toiletries as per norms (Rule 30)		
All children are provided individual, clean, seasonally appropriate mats and sleeping materials as per norms (Rule 30)		
Sleeping material is cleaned /sanitized regularly or before reuse as needed (Rule 31)		
Rooms are regularly fumigated, disinfected and material provided to each child for prevention of infection and disease (Rule 31)		
Each child has been allocated a secured space to store personal belongings (Rule 31)		
Whether following facilities available in Home for children: Fans/Coolers/Heaters for Winter (Rule 31)		
HEALTH CARE (Rule 34/35)		
Every child undergoes a health check-up on admission		
Every child has regular health checkups		
Every child has health card and the records/files are maintained and updated		

Nurse/paramedical staff is available in the home at night		
Medicines are administered to the child by a staff/ nurse		
Staff is trained to provide First Aid		
Mandatory Immunization is done of children up to 6 years of age		
EDUCATION (Rule 36/69)		
Educational assessment is conducted and need of every child addressed		
All children are provided with age appropriate formal education		
Enough emphasis on stimulating infants to learn through a play way learning process		
RECREATION (Rule 38)		
Indoor recreation facilities are available for children		
Outdoor recreation facilities are available for children		
Staff engage with children in such recreation activities		
ADMISSION AND REPORTING		
The case history of each child is submitted before the Child Welfare Committee within the stipulated time period as directed (Rule 19 / 69)		
The Home has made efforts to trace the biological family/guardian of the child (Rule 19 / 69)		
Home submits any report of its own efforts to trace biological families to the Child Welfare Committee (Rule 19 /69)		
MAINTENANCE OF RECORDS		
Home maintains a master admission register (Rule 77)		
Home updates the master admission register in centralised database and portal relating to children and prospective adoptive parents for the purpose of adoption (Rule 77)		

Monthly data about children is sent to State Adoption Resource Agency/ District Child Protection Unit as the case may be (Rule 22)		
Documentary proof of restoration-parent/guardian letter with identity proof regarding the same is available		
Whether details of legally free children for adoption is maintained by the institution		
The Specialised Adoption Agency maintains all the relevant information of the child (Rule 22) i.e. --		
Individual case file with individual care plan		
Case History		
Medical Examination Report (MER)		
Child Study Report (CSR)		
Home Study Report (HSR)		
Birth Certificate		
Court order		
Health report		
INDIVIDUAL CARE PLAN		
Individual Care Plan is prepared for every Child		
If yes, Individual Care Plan is prepared for every child is being implemented		
A professional Social Worker or trained person has prepared the Individual Care Plan (ICP) for every child		
ICP has been prepared for children in the Home within 30 days of admission of the child		
REGISTERS (Rule 77)		
Master Admission and discharge register		
Case file of each child		
Medical File and Medical Report		
Attendance register of children and staff		
Children's suggestion book/file		
Record of minutes of meetings of-- Management Committee		

Nutrition/diet register		
Visitors' book		
There is a professional social worker/ experienced personnel available in the agency for preparing Child Study Report		
Formal Child Study Report of each child is prepared after the child is declared free for adoption by the Child Welfare Committee		
There is a professional social worker/experienced personnel available in the agency for preparing Home Study Report		
Medical Examination Report of each child is prepared after the child is declared free for adoption by the Child Welfare Committee by a pediatrician		
There was pendency of completion of Home Study Report		
There was pendency of completion of Child Study Report		
There was pendency of completion of Medical Examination Report		
All the reports are uploaded on centralised database and portal relating to children and prospective adoptive parents for the purpose of adoption		
ADOPTION RELATED		
The agency expeditiously uploads Child Study Report, Medical Examination Report, as soon as children become legally free for adoption		
The agency prepares every adoptable child psychologically for his or her assimilation with the adoptive family and the new surroundings		
The agency has developed leaflets/pamphlets/literature/ any other publicity materials depicting the process of adoption		
Adoption register is maintained and complete adoption file of each child placed in adoption is available		

Regular follow-ups of children placed in adoption		
The agency receives/maintains post placement progress reports in respect of children placed in in-country adoption and inter-country adoption		
All post-adoption records are kept in a manner, which prevents accessibility of larger public		
The agency kept all the information and documents as well as belongings of the child in safe custody		
There has been a plan how to preserve the information and how to disseminate in case the child comes for searching the root		
There has been any disruption occurred in case of children placed in in-country adoption		
There has been any disruption occurred in case of children placed in inter-country adoption		
The agency completes the Home Study Report of all Prospective Adoptive Parents registered, expeditiously and within stipulated time frame		
The agency places a child in pre-adoption Foster Care on completion of assigning and referral processes and after observing necessary formalities as laid down in the Guidelines		
The agency receives Adoption fees as per the Norms		
The agency obtains appropriate information from birth parent(s) before surrender of the child		
The agency gets the surrender deed executed only in the presence of the Child Welfare Committee		
The agency explains the implications of surrendering their child to the parents including the possibility of adoption of the child by foreigners and of no further contact with him or her		

The agency informs the parent(s) that from the date of surrender they would get a reconsideration period of sixty days during which period they can take back the child		
The agency maintains the confidentiality of the unwed mother and the biological parents		
The agency restores the child to the biological parents after the reconsideration period is over, if claimed by the parents		
The agency provides counselling to Prospective Adoptive Parents and children as and when required by them		
The agency provides counselling to Prospective Adoptive Parents before the Home Study Report is prepared		
The agency advises/encourages Prospective Adoptive Parents to contact Adoptive Parents Associations, adoptive families and older adoptees to understand the entire process of adoption		
The agency counsels the adoptive parents, not to change the name of an older child so as to help the child keep his or her identity		
INSPECTIONS (Rule 41)		
The date on which District Inspection Committee (DIC) inspected the Home		
Feedback was provided on the inspection by the DIC		
The dates on which CWC inspected the home in the last 03 months.		
Whether feedback was provided on the inspection by the CWC/JJB		
PROGRAMMATIC LINKAGES		
Medical care and Mental health services for children (Rule 34)		
Education (Rule 36)		
Health including speech/physiotherapy (Rule 35)		
De-addiction services (Rule 27)		

With appropriate authorities for birth registration, identity proof and reserved/special category certificate (Rule 27)		
The Home has established linkages with other Child Care Institution for rehabilitation of children with special needs (Rule 27)		
Details of adoptable children have been uploaded on centralised database and portal relating to children and prospective adoptive parents for the purpose of adoption (Section 65)		
Specialised Adoption Agency is located in the same premises (Section 65)		
With appropriate authorities for birth registration, identity proof and reserved/special category certificate (Section 65)		
Any other Institution located in the same premises (Section 65)		

Violations

1. Violation of the Juvenile Justice (Care and Protection of Children) Act, 2015 and the Rules
2. (a) Violation of Protection of Children from Sexual Offences Act, 2012.
(b) If yes, whether Section 19 of the Protection of Children from Sexual Offences Act, 2012 was followed?
3. Any other Violation/Observation/Remarks: None.

Interaction with Children

During the Inspection, informal interaction with the children may be held with a group of children of appropriate age group in an open friendly environment to find out about their safety, security and protection from offence in the Institution. The interaction may focus on. The confidentiality of the children also needs to be ensured.

1. General Principles to Conduct the Interaction

The following General Principles has to be followed throughout the conduct of Interaction:-

- (i) Confidentiality
- (ii) Transparency
- (iii) Participation

Keep the questions simple and general. Show that you are genuinely interested in the child/children.

2. **Rapport Building and generic Conversation-** Begin the discussion with a general, open-ended question about the topic such as asking about the views about the Home that the children are staying in. The inspecting team/officials can ask the children about the positives and negatives of

the Home.

- 3. **Discussing general issues-** The inspecting team/officials should ask general questions to the children to gain their trust and confidence. The general questions can be focused on issues with the administration and staff, issues faced by children while staying in the Home, how helpful are the staff of the Home, measures for reporting a complaint and information about child protection policy in the Home.
- 4. **OBSERVATIONS on the interaction-**
- 5. If any case of child abuse is observed/suspected, then it should be immediately reported as per provisions of Section 19 of the POCSO Act.

Observations/ Remarks:

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Name of Visiting Officials:

Signature: