

FORM 46

[Rule 21(10), 41(3) and 41(9)]

INSPECTION OF CHILD CARE INSTITUTIONS

(Fill as applicable)

Date and time of visit:

Name of the officials inspecting the Home :

1.
2.
3.

Name and address of Institution:

Type of Facility:(Children Home/Observation Home /Special Home/Place of Safety/Open Shelter/Specialised Adoption Agency/Fit Facility)

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)	Acts/Rules
LEGAL STATUS			
Registration of the Parent Organization under the Societies Registration Act1860/The Indian Trusts Act 1882/The Companies Act 2013			Section 41/Rule 21: Registration of the Child Care Institutions
Registration No. of the Parent Organization under the Societies			

Registration Act 1860/The Indian Trusts Act 1882/The Companies Act 2013			
Registration of the Parent Organization under the Juvenile Justice(Care & Protection) Act 2015			
Registration No. of the Parent Organization under the Juvenile Justice(Care & Protection) Act 2015			
Foreign Contribution (Regulation) Act 2010, Registration (if any)			
FUNCTIONING			
Sanctioned capacity (in numbers)			
Total number of Children placed in the Institution			Rule 18 and 19: Production before a Committee and Inquiry
Number of Children living in the Home without the order of the Child Welfare Committee/ Juvenile Justice Board			
Are there children in the age group of 0-5years staying there? <i>(Specify number)</i>			
Are there children above 18 years staying there? <i>(Specify number)</i>			
No. of new admissions in the current month <i>(Specify number)</i>			
No. of children who have moved out/released <i>(Specify number)</i>			
No. of children referred by Child Welfare Committee/ Juvenile Justice Board during the month. <i>(Specify number)</i>			

No. of children produced before Child Welfare Committee/ Juvenile Justice Board during the month. <i>(Specify number)</i>			
No. of children as on last day of the previous month. <i>(Specify number)</i>			
No. of children with special needs, if yes, give details. <i>(Specify number)</i>			
Total number of children present in the Institution are less than its capacity or as per its capacity			Section 41: Registration of Child Care Institutions
Number of children residing for more than 04 months			Observation Home/Special Home/Place of Safety
Management Committee			
Average Number of meetings conducted in a year <i>(Specify number)</i>			Rule 39: Management Committee
Children's Committees constituted			Rule 40: Children's Committees
Average Number of meetings conducted in a year <i>(Specify number)</i>			
Adoption Committee constituted			Section 65: Specialised Adoption Agency
Average Number of meetings conducted in a year <i>(Specify number)</i>			
Open Shelter/Shelter Home has any other activity apart from psycho-social rehabilitation of children for a short period of time			Open Shelter
Information regarding the children is uploaded on a portal, as specified by the Central Government.			
PHYSICAL INFRASTRUCTURE			
Building (Rented or owned)			

Sign board displayed indicating name, type of Child Care Institution, contact details			Rule 29: Physical Infrastructure
Education (Class room)			
Dormitories			
Kitchen			
Counseling			
Recreation with television			
Sick room			
Library			
Visitors' room			
Vocational training			
Dining hall			
Store			
Record room			
Office room			
Staff Residence			
Bathrooms			
Toilets			
Computer with internet			
Boundary wall/fencing			
Separate living area for children below 10years			
INSTITUTIONAL FACILITY			
Records stored safely			Rule 26: Management and Monitoring of Child Care Institutions
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.			Specialised Adoption Agency
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: Security Measures
Basic emergency medical care equipment available or not			
Special emergency medical care equipment available or not			
Child friendly bathrooms / bathing areas (1:10) available exclusively for children or not. (<i>Specify number</i>)			Rule 31: Sanitation and Hygiene
Child friendly toilets (1:7) available exclusively for children or not (<i>Specify number</i>)			
Safe and purified drinking water storage is available or not			
Safe and purified drinking water is provided to all children or not			
Proper drainage and garbage disposal facilities available or not			
STAFF			
One Person- in-Charge			Rule 26: Management and Monitoring of Child Care Institutions
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 (part time) Art and Craft cum music teacher			
One (part time) PT instructor cum Yoga Trainer			
One Driver			

Two Cook			
Two Helper			
Two House Keeping			
Security Guard			
Any Other			
Whether personal files of each staff are available including-			
Records of Recruitment			
Reference Check			
Work Profile			
Performance Appraisal			
Female Superintendent / Manager /In-Charge available for girls' unit			
TRAINING OF STAFF			
Training organised for the staff viz:			Rule 89: Training of Personnel Dealing with Children
Social Workers			
Child Welfare Officers			
Case Workers			
rehabilitation cum placement Officers			
care givers			
House Fathers and House Mothers			
Security personnel and other staff			
The staff of the Child Care Institution has been given refresher trainings or not			
Rehabilitation-cum-Placement Officer			Rule 65: Rehabilitation-cum-Placement Officer
Superintendent/Manager/ In-charge stay on the campus			Rule 61: Duties of the Officer-in-charge of a Child Care Institution
CHILD CARE FACILITIES			

Enough/safe toys are available and accessible to children or not			Rule 38: Recreational Facilities
Enough suitably equipped outdoor space for play is available and accessible to children or not			
Availability of Baby Care Unit with special emergency medical care equipment (MCE) or not			
Availability of safe toys for infants and toddlers to stimulate their healthy development or not			
Individual beds are available and provided to children or not			Rule 29: Physical Infrastructure
Children segregated according to age group for stay and activities or not			
Children segregated according to gender for stay and activities or not			
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: Medical Care and Mental Health
Active supervision of children in emotional distress (due to fear, trauma, or illness) or not			
PREVENTION AND PROTECTION FROM ABUSE			
Standard operating procedure for child protection			Rule 76: Abuse and Exploitation of the child
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			
Children Committees			
Regular Staff-Children Interface			
Training and Orientation of children			
Any complaint found in the Suggestion or Complaint Book			
DAILY ROUTINE			
Daily routine of activity is followed			Rule 32: Daily Routine
Daily routine is drawn up in consultation with the children's committee or as per the need			
Daily routine is on public display at prominent places in the institution			
NUTRITION			
Staff is aware of the nutritional requirement of children at varying stages of development			Rule 33: Nutrition and Diet Scale
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			
Home receives sponsored cooked/uncooked food items, lunch,			

dinner etc. from donors			
Cooked food if sponsored is tasted/checked by care giver before serving			
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: Clothing, Bedding, Toiletries and other articles
All children are provided individual, clean, seasonally appropriate mats and sleeping materials as per norms			
Sleeping material is cleaned /sanitized regularly or before reuse as needed			Rule 31: Sanitation and Hygiene
Rooms are regularly fumigated, disinfected and material provided to each child for prevention of infection and disease			
Each child has been allocated a secured space to store personal belongings			
Old articles like clothes, bed sheets, mats, bedding, etc. if donated, are cleaned/ disinfected before use			
Whether following facilities available in Home for children:			
Fans			
Coolers			
Air Conditioner			
Heaters for Winter			

HEALTH CARE			
Every child undergoes a health check-up on admission			Rule 34/35: Medical Care/Mental Health
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			
Educational assessment is conducted and need of every child addressed			Rule 36/69: Education/ Institutional Management of Children
All children are provided with age appropriate formal education			
Enough emphasis on stimulating infants to learn through a play way learning process			
Age appropriate, feasible and market oriented vocational training is provided			Rule 37: Vocational Training
Children are consulted in selecting vocational training being provided to them			
Age appropriate life skill education is provided			
RECREATION			
Indoor recreation facilities are			Rule 38: Recreational

availablefor children			Facilities
Outdoor recreation facilities are availablefor children			
Staff engage with children in such recreation activities			
Any innovative activities to develop cooperation/ participation, resilience, etc. are harnessed			
ADMISSION AND REPORTING			
All children admitted to the Home are produced before the Child Welfare Committee within the prescribed time limit			Section 31/ Rule 18: Production before Committee
All children in the Home are housed in compliance with the Child Welfare Committee orders			
All children admitted to the Home are produced before the Juvenile Justice Board within the prescribed limit			Section 10/Rule 9: Production before a Board
All children in the Observation Home Special Home/Place of Safety are housedin compliance with the Juvenile Justice Board Orders			
Every child is restored through the Child Welfare Committee or the Juvenile Justice Board			
The case history of each child is submitted before the Child Welfare Committee within the stipulated time period as directed			Rule19 / 69: Inquiry/ Institutional Management of Children
The Home has made efforts to trace the biological family/guardian of the			

child			
Home submits any report of its own efforts to trace biological families to the Child Welfare Committee			
INDIVIDUAL CASE RECORD			
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 experienced personal 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			
MAINTENANCE OF RECORDS			
Home maintains a master admission register			Rule 77: Maintenance of Registers
Home updates the master admission register in Track Child			
Home updates the master admission register in centralised database and portal			
relating to children and prospective adoptive parents for the purpose of adoption			
Number of children present tallies with the attendance register as on date			
Monthly data about children is sent to State Adoption Resource Agency/ District Child Protection Unit as the			Rule 22: Open Shelter

case may be			
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 Child Care Institution maintains all the relevant information of the child i.e. --			
Individual case file with individual care plan			
Case History			
Inquiry report			
Child Welfare Committee Orders			
Medical Examination Report (MER)			
Child Study Report (CSR)			
Home Study Report (HSR)			
Birth Certificate			
Court order			
Quarterly Progress Report			
Health report			
Report of counselor or social worker, social history/case history of each child is available in the personal file			
Initial reports of interaction with the child are on record			
REGISTERS			
Master Admission and discharge register			Rule 77: Maintenance of Registers

Supervision register			
Case file of each child			
Medical File and Medical Report			
Attendance register of children and staff			
Order Book			
Inquiry report file			
Children's suggestion book/file			
Voucher, Cash Book, Ledger, Journal and Annual Accounts			
Grant utilization register			
Stock register			
Record of minutes of meetings of-- Management Committee			
Complaints Committee			
Staff-Children interaction			
Staff-Meetings			
Nutrition/diet register			
Budget statement register			
Visitors' book			
Staff movement register			
Personal belonging register			
Children's movement register			
IF A SPECIALISED ADOPTION AGENCY			
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			Specialised Adoption Agency
The decision for referral and matching of each child is taken by the Adoption Committee			
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			
FINANCIAL TRANSPARENCY			
Details of information about the sources of funding and that of the organisation as whole or separately available			
Sources of Funding-Govt. aid/grant			
National Donors			
International Donors (FCRA)			
Corporate Donors			
Own sources			
Others			
Details of project wise Bank Account(s) maintained by it with A/c No, purpose, amount received including FCRA Account available			Accounts and Audit

The Home submits a copy of audited accounts of organization with its audit report and Annual Report within six months from date of closing of financial year, to State Government			
The accounts are audited annually by an authorized Chartered Accountant			
The Home has provided copies of Audited Statement of Accounts and Foreign Contribution (Regulation) Act 2010, Returns for last 2 years to the competent authority			
Grants are released as per norm and time taken for			
The agency has provided information about the details of child wise adoption charges received during last two years for in-country and inter-country separately			Specialised Adoption Agency
The agency receives adoption charges over and above the prescribed norms			
The agency maintains financial records including receiving and utilization of adoption fee			
The Home submits a copy of audited accounts of organization with its audit report and Annual Report within six months from date of closing of financial year, to State Government			
The Adoption Agency utilizes funds available in the form of Adoption fee in accordance with the specified norms			

The accounts are audited annually by an authorized Chartered Accountant			
INSPECTIONS			
The Home has been inspected by the Inspection Committee			Rule 41: Inspection
Feedback was provided on the inspection by the Inspection Committee			
The feedback report is positive			
The Home has been inspected by the Child Welfare Committee			Section 30: Functions and Responsibilities of Committee
Feedback was provided on the inspection by the Child Welfare Committee			
The feedback report is positive			
The Home has been inspected by the Juvenile Justice Committee of the High Court			Inspections conducted by JJ Committee and Department of WCD
Feedback was provided on the inspection by the Juvenile Justice Committee of the High Court			
The feedback report is positive			
The Home has been inspected by the appropriate authority of Department of Women and Child Development			
Feedback was provided on the inspection by appropriate authority of Department of Women and Child Development			
The feedback report is positive			
The Home has been inspected by the National Commissions for Protection of Child rights			Rule 91: Monitoring by National/State Commission for

Feedback was provided on the inspection by the National Commissions for Protection of Child rights			Protection of Child Rights
The feedback report is positive			
The Home has been inspected by the State Commissions for Protection of Child rights			
Feedback was provided on the inspection by State Commissions for Protection of Child rights			
The feedback report is positive			
Previously, Social audit has been conducted of the Home and the report has been positive			
The Home has a copy of the inspection recommendations and record of action thereof			Rule 41: Inspection
Any improvement has taken place based on the Inspection Reports			
PROGRAMMATIC LINKAGES			
Medical care and Mental health services for children			Rule 34: Medical Care
Education			Rule 36: Education
Vocational training			Rule 37: Vocational Training
Life Skills, Art and Dance and Drama therapy and Occupational therapy and other issue-based workshops			Rule 38: Recreational Facilities
Recreational activities including sports			
Hobby classes			
Health including speech/physiotherapy			Rule 35: Mental Health

Legal aid services			Rule 39: Management Committee
De-addiction services			Rule 27: FitFacility
With appropriate authorities for birth registration, identity proof and reserved/ special category certificate			
The Home has established linkages with other Child Care Institution for rehabilitation of children with special needs			
Restoration and Rehabilitation of children and their linkage established with-			
Child Welfare Committee			
Juvenile Justice Board			
Child Helpline			
District Child Protection Unit			
District Sponsorship & Foster Care Approval Committee			
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: Specialized Adoption Agency
Specialised Adoption Agency is located in the same premises			
With appropriate authorities for birth registration, identity proof and reserved/ special category certificate			
Any other Institution is also located in the same premises			

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 education, skilling, sports, co-curricular activities. 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 focussed 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:

Name of inspection Committee member:

Signature:

Name of inspection Committee member:

Signature:

Name of inspection Committee member:

Signature:

Name of inspection Committee member:

Signature: