

INSPECTION OF CHILD CARE INSTITUTIONS BY VISITOR JUDGES

(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.

Name and address of Institution:

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Type of Facility:

(Children Home/Observation Home/Special Home/Place of Safety/Open Shelter/Fit Facility)

Home for Boys/Girls/Both:

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		
Registration No. and Date of registration under the Social Justice and Disabled Welfare Department (if applicable)		
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/ Juvenile Justice Board		
Are there children in the age group of 0-5 years 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 quarter <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 quarter. <i>(Specify number)</i>		
No. of children produced before Child Welfare Committee/ Juvenile Justice Board during the quarter. <i>(Specify number)</i>		
No. of children as on the last day of the previous quarter. <i>(Specify number)</i>		
No. of children with special needs, if yes, give details. <i>(Specify number and needs)</i>		
The total number of children present in the Institution is less than its capacity or as per its capacity (Section 41)		
Number of children residing for more than 04 months (Observation Home/ Special Home/ Place of Safety)		
MANAGEMENT COMMITTEE		
Average Number of management committee meetings conducted in a year <i>(Specify number)</i> (Rule 39)		
Whether Children's Committees constituted (Rule 40)		
Average Number of management committee meetings conducted in a year <i>(Specify number)</i> (Rule 40)		
Open Shelter/Shelter Home has any other activity apart from psycho-social rehabilitation of children for a short period		
Information regarding the children is uploaded on a portal, as specified by the Central Government.		
PHYSICAL INFRASTRUCTURE (Rule 29)		

Building (Rented or owned)		
Signboard displayed indicating name, type of Child Care Institution, contact details		
02 Education (Classroom) for 25 children		
02 Dormitories for 25 children		
01 Kitchen		
01 Counseling		
01 Recreation with television		
01 Sick room for 10 children		
01 Library		
01 Visitors' room		
01 Vocational training		
01 Dining hall		
01 Store		
01 Record room		
01 Office room		
Staff Residence		
05 Bathrooms		
08 Toilets		
Computer with internet		
Boundary wall/fencing		
Separate living area for children below 10 years		
INSTITUTIONAL FACILITY (Rule 26)		
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		
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)		
Child-friendly bathrooms/bathing areas (1:10) available exclusively for children or not. <i>(Specify number)</i> (Rule 31)		
Child friendly toilets (1:7) available exclusively for children or not <i>(Specify number)</i> (Rule 31)		
Disability friendly toilets available or not		
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)		
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 (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		

Female Superintendent / Manager /In-Charge available for girls' unit		
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 Baby Care Unit with special emergency medical care equipment (MCE) or not (Rule 38)		
Availability of safe toys for infants and toddlers to stimulate their healthy development or not (Rule 38)		
Individual beds are available and provided to children or not (Rule 29)		
Children segregated according to age group for stay and activities or not (Rule 29)		
Children segregated according to gender for stay and activities or not (Rule 29)		
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		
Awareness and Training of children		
Any complaint found in the Suggestion or Complaint Book		
CCTV Cameras		
All CCTVs cameras are functional		
CCTVs covers all prominent entry and exit points of CCIs		
CCTVs camera have 03 months backup		
DAILY ROUTINE (Rule 32)		
Daily routine of activity is followed		

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 (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 the advice of Doctor		
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)		
Children are provided with Individual Beds or Bunk Beds.		
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 (fortnightly/ Monthly/ Quarterly)		
Every child has health card and the records/files are maintained and updated		
Nurse/paramedical staff is available in the home at night		
Staff is trained to provide First Aid		
Mandatory Immunization is done of children up to 6 years of age		
EDUCATION (Rule 36, 37 and 69)		
Educational assessment is conducted and need of every child addressed		
All children are provided with age appropriate formal education		
Age appropriate, feasible and market oriented vocational training is provided		
Children are consulted in selecting vocational training being provided to them		
Age appropriate life skill education is provided		
RECREATION (Rule 38)		
Indoor recreation facilities are available for children		
Outdoor recreation facilities are available for children		
Any innovative activities to develop cooperation/ participation, resilience, etc. are harnessed		
ADMISSION AND REPORTING		
All children admitted to the Home are produced before the CWC / JJB within the prescribed time limit (Section 31/ Rule 18) & (Section 10/Rule 9)		
All children in the Home/Observation Home Special Home/Place of Safety are housed in compliance with the CWC / JJB orders (Section 31/Rule 18) & (Section 10/Rule 9)		
Every child is restored through CWC / JJB		
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		
Home submits any report of its own efforts to trace biological families to the Child Welfare Committee		
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		
INSPECTIONS		
The date on which District Inspection Committee (DIC) inspected the Home		
Whether feedback was provided on the inspection by the DIC		
The dates on which CWC and JJB 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)		
Vocational training (Rule 37)		
Recreational activities including sports (Rule 38)		
Health including speech/physiotherapy (Rule 35)		

Legal aid services (Rule 39)		
De-addiction services (Rule 27)		
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		

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 focused on issues with the administration and staff, issues faced by children while staying in the Home, how helpful the staff of the Home, measures for reporting a complaint and information about the child protection policy in the Home.
4. **OBSERVATIONS on the interaction-**
5. If any case of child abuse is observed/suspected, 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: