



**STANDARD OPERATING PROCEDURES  
FOR  
BEST INTERESTS DETERMINATION  
OF REFUGEE CHILDREN  
IN JORDAN**

2016

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The Standard Operating Procedures for Best Interest Determination of Refugee Children in Jordan was developed by member organizations of the Child Protection Sub-Working Group.

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## 1. Introduction

All actions concerning children shall be guided by the principle of the best interest of the child. The principle applies to all children, including refugee, internally displaced, stateless and asylum seeking children. Since these decisions will have long lasting impacts for the individual child, UNHCR has developed a formal process for determining a child's best interests aiming to increase consistency and ensure quality decisions. This procedure is described in UNHCR's Guidelines for Determining the Best Interest of the Child (2008).<sup>1</sup>

One of UNHCR's key priorities is to protect and promote within its capacity the rights of all children falling under its mandate. At the same time, UNHCR works to ensure that the mechanism is designed to be part of a comprehensive child protection system, while ensuring child participation in close coordination with national and international child protection actors.

These Best Interest Determination Standard Operating Procedures (SOPs) describe guiding principles, procedures, roles and responsibilities when assessing and deciding on the best interest of children living in non-camp settings, camps and/or other collective centres. UNHCR works closely with partners (national and international, Government organizations and Non-Governmental Organizations (NGOs)) to collectively assess/decide on an individual basis, according to a set of principles and procedures by skilled people, the best interest determination of a child, forming a best interest determination (BID) panel.

## 2. Key Definitions

**Child:** any person under the age of 18, unless under the (national) law applicable to the child, majority is attained earlier.<sup>2</sup>

**Child protection:** the prevention of and response to abuse, neglect, exploitation of and violence against children in emergencies.<sup>3</sup>

**Children without parent/caregiver care:** all children not living in the overnight care of at least one of their parents/caregivers, for whatever reason and under whatever circumstances. Children without parent/caregiver who are outside their country of habitual residence or victims of emergency situations may be designated as unaccompanied or separated.

**Unaccompanied Children:** A child who has been separated from both parents/caregivers and relatives and who is not being cared for by an adult who, by law or custom, is responsible for doing so. This means that a child may completely be without adult care, or maybe cared for by someone not related or known to the child, or not their usual caregiver e.g. neighbour, another child under 18, or a stranger.

**Separated child:** a child who is separated from both parents/caregivers or from his/her previous legal or customary primary caregiver, but not necessarily from other relatives.

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<sup>1</sup> UNHCR, *UNHCR Guidelines on Determining the Best Interests of the Child*, May 2008, available at: <http://www.refworld.org/docid/48480c342.html>

<sup>2</sup> Article 1, UN General Assembly, *Convention on the Rights of the Child*, 20 November 1989, United Nations, Treaty Series, vol. 1577, p. 3, available at: <http://www.refworld.org/docid/3ae6b38f0.html>

<sup>3</sup> Global CPWG definition: [www.cpwg.net](http://www.cpwg.net).

**Orphan:** an orphan is a child, both of whose parents/caregivers are known to be dead. In some countries, however, an orphan is defined as a child who has lost one parent/caregiver

**Alternative care:** care that is provided when the child's own family is unable, even with appropriate support, to provide adequate care for the child, or abandons or relinquishes the child. It may take the form of informal (traditional/spontaneous) or formal care (covered by formal legislations), including kinship care, foster care, other forms of family-based or family-like care placements, residential care, or supervised independent living arrangements.

**Foster Care:** Situations where children are placed by a competent authority for the purpose of alternative care in the domestic environment of a family other than the children's own family that has been selected, qualified, approved and supervised for providing such care.

**Kinship care:** family-based care within the child's extended family or with close friends of the family known to the child, whether formal or informal in nature

**Child's guardian:** a person who has been formally recognized under national law as responsible for looking after a child's interest when the parent/caregiver of the child do not have parent/caregiver responsibility over him or her or have died.

**Best Interest Assessment (BIA):** The best interest assessment is a continuous process that has particular relevance for unaccompanied and separated children. It starts from the moment of their identification, and continues throughout the displacement cycle until a durable or long-term solution is implemented. Any decision and action affecting the child, including, among others, identification and registration, family tracing, the determination of the most appropriate temporary care arrangement, the appointment of a guardian, monitoring of temporary care arrangements, refugee status determination procedures, family reunification, etc. must be instilled with considerations for the best interests of the child. Such decisions and actions cannot be taken unless an assessment is made by the responsible officer on what option is in the best interests of the child.<sup>4</sup>

**Best interest of the child:** Broadly describes the wellbeing of a child. Wellbeing is determined by a variety of individual circumstances, such as the age, the level of maturity of the child, the presence or absence of parents/caregivers, the child's environment and experiences.

**Best interest determination (BID):** Describes the formal process with strict procedural safeguards designed to determine the child's best interests for particularly important decisions affecting the child. It should facilitate adequate child participation without discrimination, involve decision-makers with relevant areas of expertise, and balance all relevant factors in order to assess the best option.<sup>5</sup>

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<sup>4</sup>UNHCR, *UNHCR Guidelines on Determining the Best Interests of the Child*, May 2008, available at: <http://www.refworld.org/docid/48480c342.html>

<sup>5</sup>Ibid.

**Confidentiality:** an ethical principle associated with medical and social service professions. Maintaining confidentiality requires that service providers protect information gathered about clients and agree only to share information about a client's case with their explicit permission. All written information is kept in locked files and only non-identifying information is written down on case files. Maintaining confidentiality about abuse means service providers never discuss case details with family or friends, or with colleagues whose knowledge of the abuse is deemed unnecessary. There are limits to confidentiality while working with children.<sup>6</sup>

**Informed consent:** the voluntary agreement of an individual who has the legal capacity to give consent. To provide informed consent, the individual must have the capacity and maturity to know about and understand the services being offered and be legally able to give their consent. Parents/caregivers are typically responsible for giving consent for their child to receive services until the child reaches 18 years of age. In Jordan, adolescents 16 years and above are also legally able to provide consent in lieu of their parents/caregivers.<sup>7</sup>

**Informed assent:** the expressed willingness to participate in services. For younger children who are by definition too young to give informed consent, but old enough to understand and agree to participate in services, the child's "informed assent" is sought. Informed assent is the expressed willingness of the child to participate in services.<sup>8</sup>

**Care or interim care:** Is used to describe the care arrangements for separated children, which are intended to be temporary, pending the return of the child to his or her own family. However; the term "interim" can be misleading in situations in which family tracing is unsuccessful, necessitating longer-term substitute care.

**Carer, caretaker or caregiver:** These terms are used inter-changeably to describe the person who is exercising day to day care of a child, whether parent, relative, family friend or other person without necessarily implying legal responsibility. This might include foster parents, taking in the child either spontaneously or more formally through some kind of fostering theme.

**Family tracing:** is the process of searching for family members or primary legal or customary caregiver. The term also refers to the search of children who parents are looking for them. The objective of tracing is reunification with parents or other close relatives.

**Family Reunification:** Bringing together the child and the family or previous care provider for the purpose of establishing or re-establishing long-term care. Reunification may take place in the country of asylum, country of origin, or a third country where the child or the family maybe residing.

**Durable Solution:** The means by which the situation of internally displaced persons can be satisfactorily and permanently resolved to enable them to live normal lives. Achieving a durable solution to internal displacement means that displaced persons enjoy the full spectrum of

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<sup>6</sup>Inter-agency emergency Standard Operating Procedures for prevention and response to SGBV and Child Protection in Jordan 2014, available at: <http://data.unhcr.org/syrianrefugees/download.php?id=7971>

<sup>7</sup>Ibid

<sup>8</sup>Ibid

human rights and, as a result, are able to rebuild their lives, whether through return to the place of origin; local Settlement in the area where they have taken refuge; or settlement elsewhere the country.<sup>9</sup> UNHCR defines durable solutions for refugees as voluntary repatriation, local integration and resettlement.

**Gender Based Violence (GBV)** is an umbrella term for any harmful act that is perpetrated against a person's will, and that is based on socially ascribed (gender) differences between males and females. 10

**Child Survivor:** a person under the age of 18 who has experienced any form of violence, especially gender based violence. 11

**Child Marriage:** Is the union of two persons at least one of whom is under 18 years of age".<sup>12</sup>

### 3. Key National and International Legal Frameworks

International Legal Framework (Jordan is committed to ratified Conventions by the government of Jordan)

The 1989 Convention on the Rights of the Child (CRC) is the main legal instrument on the protection of children. It embodies four general principles evolving around **the best interest of the child** being a primary consideration; advocating for **no discrimination** on the ground of race, colour, sex, language, religion, political or other (opinion, social origin, disability, birth); highlights the **right to life, survival and development** as well as **expressing children's views freely**.

Child-specific human rights instruments

- ➔ Optional Protocol to the Convention on the Rights of the Child – the Involvement of Children in Armed Conflict, 2000
- ➔ Optional Protocol to the Convention on the Rights of the Child – the Sale of Children, Child Prostitution and Child Pornography, 2000
- ➔ International Convention against Transnational Organized Crime, 2000
- ➔ Rome Statute of the International Criminal Court, 1998
- ➔ The Hague Conference on Private International Law
  - ✓ Convention for the Protection of Minors, 1961
  - ✓ Convention on the Civil Aspects of International Child Abduction, 1980
  - ✓ Convention on Protection of Children and Co-operation in Respect of Inter-country Adoption, 1993 and its Recommendation concerning the application to Refugee Children and other Internationally Displaced Children, 1994

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<sup>9</sup>Glossary of the Handbook for the Protection of Internally Displaced Persons available at: <http://www.unhcr.org/4c2355229.pdf>

<sup>10</sup>Inter-agency emergency Standard Operating Procedures for prevention and response to SGBV and Child Protection in Jordan 2014, available at: <http://data.unhcr.org/syrianrefugees/download.php?id=7971>

<sup>11</sup> Ibid

<sup>12</sup> Ibid (taking note of Personal Status Law, article 10 in Jordan)

- ✓ Convention on Jurisdiction, Applicable Law, Recognition, Enforcement and Co-operation in respect of Parental Responsibility and Measures for the Protection of Children, 1996
- ➔ Rules for the Protection of Juveniles Deprived of their Liberty, 1990

### National Legal Framework

	Name of Jordanian Law	Article Number(s)
1	The Constitution of The Hashemite Kingdom of Jordan	Article No.: (23 / 1 ), (23/2/D).
2	Jordanian Labor Law No. (8) of the Year 1996	Article No.: (1),(36),(41),(73),(75/A,B,C),(76/A,B,C),(77)
3	The law for Disabled people Rights No.(31) for 2007	Article No. : (3),(4)
4	Jordanian Personal Status Law No (36) of the Year (2010)	Article No.: (18),(156),(157),(158),(159),(160),(10), (166),(167),(187),(198),(210),(204), (211),(217),(219),(220),(230),(
5	Jordan Civil Law No. 43 of 1976	Article No.: (123),(256)
6	Jordanian Monitoring Juveniles Behavior Law (no.37) year 2006	Article No. : (5),(7/A,B),(8/A/1,2,3,4,),(8/b),(9)
7	Narcotic Drugs and Psychotropic Substances Law No.(11) of the Year 1988 and the amendments	Article No. : (8/B/3), (9/C/3)
8		



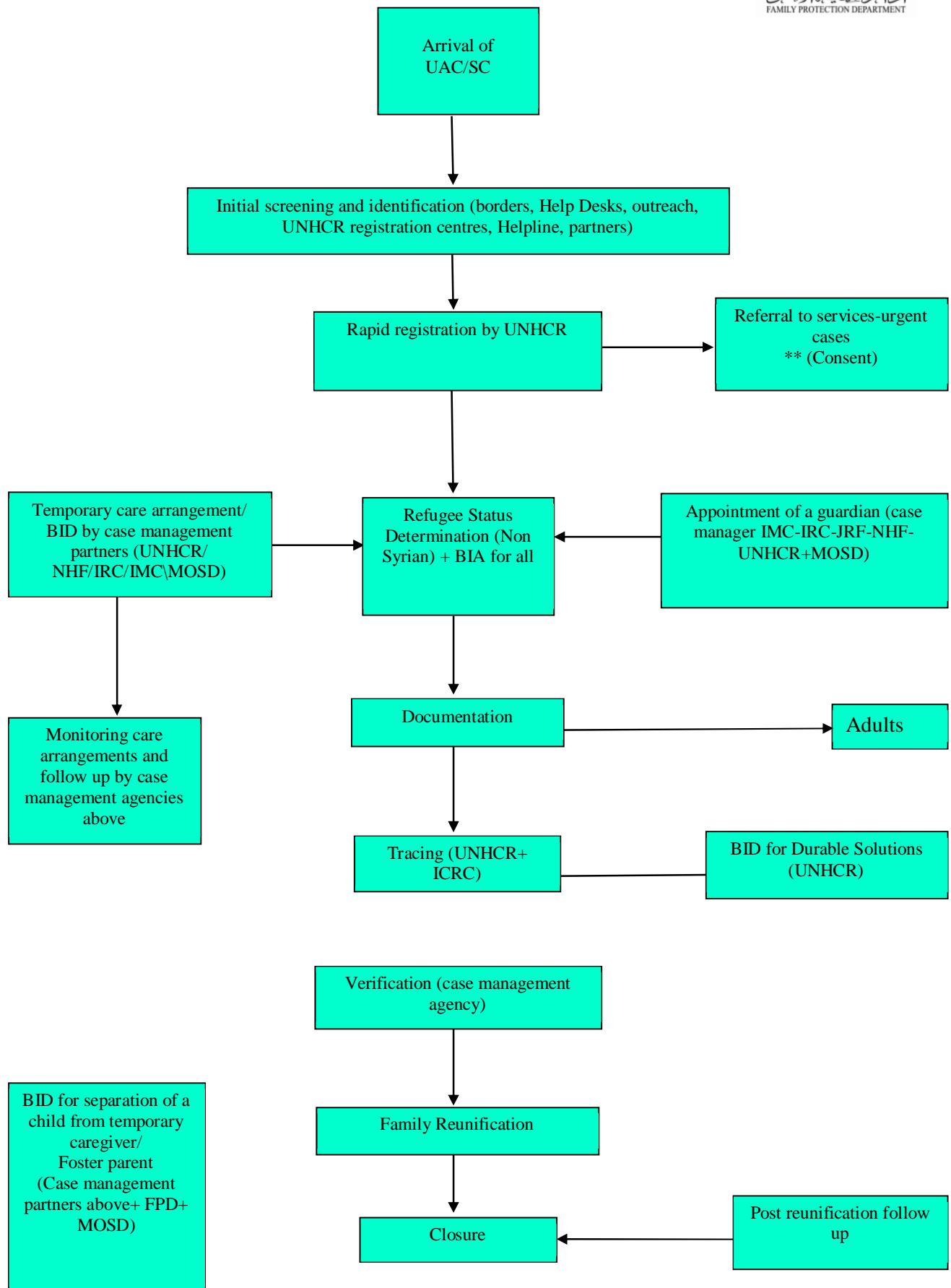
	Jordanian Juvenile Law No. 32 of 2014	Almost all articles (Rights + procedures)
	Civil Status Law No. (9) of the Year (2001)	Article No. : (15),(17),(18),(19/A,B,C) ,(20/A/B),(21),(22),(38),(42),(47)
10	The Jordanian Nationality Law No.(6) of the Year 1954 (Last amended 1987)	Article No.: (9),(10),(2)
11	Traffic Law No.(49) of the Year 2008	Article No.: (11)
12	The Companies Law No. 22 of The Year 1997 and its amendments	Article No.: (30)
13	The Jordanian Penal Law No.(16) of the Year 1960 and its amendments (last amended by the Law No. 8 of 2011)	Article No.: (287),(288), (289),(290),(291),(292), (294),(295),(296),(298),(299),(302), (305),(306),(310),(314),(391), (389),(418)
14	The Ratification Law of the Convention on the Right of the child No.(50) of the Year 2006	The Arabic Version of the convention. All the articles in the convention except articles (14),(20),(21), which Jordan has reservation on

#### 4. BID vs. Comprehensive child protection systems

A comprehensive child protection system comprises laws, policies, procedures and practices designed to prevent and respond effectively to child abuse, neglect, exploitation and violence. The establishment of comprehensive child protection systems is a State responsibility, but UNHCR and other organizations support as/when needed. UNHCR applies the below illustrated steps in support of the State to ensure a comprehensive child protection system for unaccompanied and separated refugee children<sup>13</sup>.

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<sup>13</sup>Under documentation, GBVIMS should be updated if it was a case of a child survivor and CPIMS for all cases of child protection assessments (BIA). Please refer to definition of informed consent and assent consent under key definitions as well as the national Inter-Agency CP and SGBV SOPs in Jordan (most recent review completed in December 2014)



## 5. Guiding Principles:

- Explain the Codes of Conduct to child protection case managers and BID supervisors in addition to confidentiality then sign the Consent Form.
- Be objective and avoid conflict of interest.
- Act as advocate for the child.
- Ensure that all case management and protection staff are provided with adequate training on child protection and BID procedures.
- Ensure that staff have experience in child protection.
- The BID process should ensure adequate child participation without discrimination. It should also allow the views of the child to be given due weight in accordance with age and maturity.
- The UNHCR guidelines on determining the best interests of the child should be used as a reference.
- Any action affecting a refugee child must take into consideration the fundamental rights of children provided in the CRC and other relevant human rights laws.

## 6. Who is responsible for Best Interest Assessments?

Best Interest Assessments are usually done for all children at risk or UASC under the age of 18. Immediately after identification, UNHCR child protection staff and child protection/ SGBV child survivor staff working with partners on case management (Jordan River Foundation, International Medical Corps, International Rescue Committee and Nour AL Hussein Foundation) conduct best interest assessments.

## 7. Who is responsible for Best Interest Determination?

The primary responsibility for Best Interest Determinations lies with the State, with UNHCR and partners operating as subsidiary and supporting actors. UNHCR and partners should seek to strengthen existing national child protection systems including appropriate procedures for the consideration of the best interest of the child.

For exceptional procedures in substitution of the State responsibilities, when national systems to determine the best interest of the child cannot reasonably be made available or accessible to children of concern or for actions taken by UNHCR and partners independently like resettlement, a BID conducted by UNHCR or implementing partners based on the BID guidelines, may help complement national child protection systems. UNHCR should make all reasonable efforts to involve the competent authorities in its own BID procedures.

In the Jordanian context, the authorities are willing and available to provide care and protection for children at risk and UNHCR/partners provide support when/as needed. A complementary approach between the authorities and UNHCR/partners is applied in Jordan whereby UNHCR and partners (including authorities) develop recommendations through the BID panel and share the recommendation further to facilitate the implementation of the decision.

List of Key **CASE MANAGEMENT** agencies in camps and urban conducting BIAs/ BIDs is as follows:<sup>14</sup>

- Amman: UNHCR+Jordan River Foundation
- Zarqa: UNHCR+ International Medical Corps
- Irbid, Mafrq, Jerash, and Ajloun: UNHCR+ International Medical Corps
- KAP and Cyber City: UNHCR+ Nour Al Hussein Foundation
- South: UNHCR
- Zaatari: UNHCR+ International Rescue Committee, IMC
- Azraq: UNHCR+ International Rescue Committee, IMC
- EJC: UNHCR+NHF+ TdH and SCJ

### 7.1 BID Panel Structure in Jordan

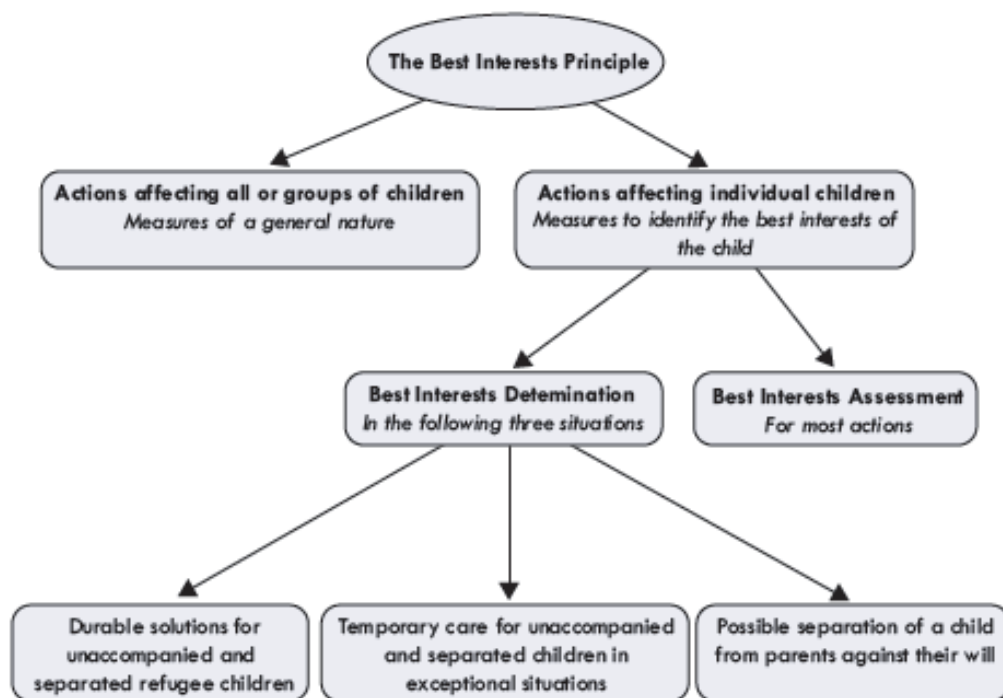
UNHCR Country Office BID Coordinator: Zeina Jadaan

BID Panel Amman; (including Irbid, KAP, CC, Jarash, Ajloun, Ramtha, Zarqa, Salt, Madaba, Karak, Tafileh, Maan, Aqaba, Jordan Valley)

BID Panel Mafrq (non-camp Mafrq, Zaatari,)

BID Panel Azraq (non-camp Azraq, Azraq Camp and EJC)

## 8. Application of the best interest principle by UNHCR



<sup>14</sup>Inter-agency emergency Standard Operating Procedures for prevention and response to SGBV and Child Protection in Jordan 2014- Referral Pathway available at: <https://data.unhcr.org/syrianrefugees/download.php?id=3143>

- In the exceptional situation of a refugee child becoming separated or unaccompanied because of the refoulement of his/her parents/foster parents, a BID should be undertaken to determine the most appropriate durable solution and when it should be implemented, unless there are strong prospects that they will be rapidly allowed to return to the country of asylum.
- BIA\BID is conducted for all unaccompanied, separated children and other children (all persons below 18) at risk of experiencing abuse, neglect, exploitation and violence. A BID can be done for youth up to 21 years old depending on the maturity and vulnerability of the case.

## 9. Family Tracing

The goal of family tracing is to restore family links and enable family reunification. Tracing should start as soon as possible after identification. UNHCR conducts in country or cross-border in collaboration with ICRC and/or other agencies in the country of asylum/country of origin.

## 10. Verification and Reunification

Family reunification, whenever feasible, should generally be regarded as being in the best interest of the child and an ultimate goal of tracing.

Verification is the process of establishing the validity of relationships and confirming the willingness of the child and the family member to be reunited. Once family is traced, family relationships should be verified through an assessment (BIA). Adult and Child Verification forms attached to the inter-agency BIA form should be used for this purpose.

Reunification refers to the process of bringing together the child and family or previous care-providers for the purpose of establishing or re-establishing long-term care. It can only take place if the security situation in the area is favourable, otherwise it should be delayed (Family Reunification Form should be used to record all such information). If there are reasonable grounds to believe that the reunification could expose the child to risks or any complexities arise, a BID is required. Reasonable grounds may include: (i) doubts in family relationships ;(ii) signs or history of abuse; and(iii) after long-term separation.<sup>15</sup>

Continuous monitoring of children by case managers after reunification is essential to ensure that the reunification is sustainable and continues to be in the best interest of the child. Home visits and coordination with child protection actors providing services at child friendly spaces are frequently used as monitoring methods. **Cases for which a BID is required**

## 11.1 Temporary Care Arrangement <sup>16</sup>

Children in need of alternative care may include the following, and need to be provided with temporary care until they are reunited with their family members or previous care-givers:

- Unaccompanied children who lack care
- Fostered unaccompanied children or separated children who are in care arrangements which are not suitable
- Children who are at imminent risk at home

<sup>15</sup> UNHCR Guidelines on Best Interest Determination, available at: [www.unhcr.org/4566b16b2.pdf](http://www.unhcr.org/4566b16b2.pdf)

<sup>16</sup> Alternative Care Procedures, available at: [data.unhcr.org/syrianrefugees/download.php?id=7966](http://data.unhcr.org/syrianrefugees/download.php?id=7966)

- In the Jordanian context, BIDs are required for all cases of UAC in need of alternative care arrangements. UNHCR and case management agencies (IMC, IRC, JRF and NHF) should assess possible care arrangements accompanied by behavioural monitors from the Ministry of Social Development. Foster Parent / Mentor Screening Form and Reference Check as well as Best Interests Determination Form should be completed.

The endorsed BID recommendation should be shared with BID panels (Amman, Mafrq including Zaatari, Azraq including cases of EJC, and Irbid. Irbid cases are currently still discussed in Amman). If approved, the recommendation should be presented by behavioural monitors at the relevant Juvenile Court for formalisation.<sup>17</sup> If deferred, re-assessment and updating a BID should take place before re-discussing the recommendations in the BID panel again.<sup>18</sup>

### Monitoring and follow up of Interim Care Arrangement

A care plan must be in place for each child, developed with the child and caregiver. The child should have access to available services along with their caregivers and raise their awareness on the services provided. The child should have access to educational or life skills training and access to community activities. The frequency of monitoring and follow up visits should be reflected in the procedures of alternative care arrangements. Children under the care of their relatives (Kinship care) should be visited every 12 weeks whereas UAC in care arrangement must be regularly monitored and visited every 2 weeks.

### 11.2 Possible Separation of a Child from parents against their will

Decisions leading to separation of a child from his or her parents or custody decisions need to follow strict procedures and fall within the competence of the State. UNHCR does not have the legal authority to decide on custody issues; however may monitor the process. Such cases shall be referred to the Family Protection Department through the UNHCR protection focal point. UNHCR's BID recommendations are shared with FPD through the BID panel.

Where responsible State authorities are unwilling or unable to take action, UNHCR must take measures to protect the child. In these circumstances, UNHCR / case management partners should conduct a BID.

### 11.3 Best Interest Determination in the context of durable solutions

A resettlement recommendation should be subject to individual case assessment and should be formulated through a formal BID procedure, which establishes additional safeguards for the

<sup>17</sup>Generally speaking, decisions on proposed care arrangements should be swift and not delayed by a BID procedure, unless there is an exceptional situation such as neglect and abuse by the accompanying adult, existing care arrangements are not suitable or the child is at imminent risk. Due to the fact that formalising the alternative care arrangement procedures in Jordan is recent, a BID will remain needed until capacity building efforts of case management agencies and judges on the procedures have been completed.

<sup>18</sup> Approval of recommendation by Best Interests Determination panel (for Alternative Care)

- The BID Panel for Unaccompanied and Separated Children (UASC) will be convened by UNHCR including UNICEF, MOSD (as explained below) and as appropriate FPD and case management staff will meet as required to review recommendations of case worker in relation to alternative care:
  - 1) For Syrian children: UNHCR, UNICEF and MOSD will be present
  - 2) For Non- Syrian children: UNHCR and MOSD will be present
- Panel will agree on care arrangement recommendation to be presented to juvenile judge.

child. The BID process must carefully balance all rights at stake and facts in the life of the child to identify whether resettlement is the best durable solution for the UASC.

Local Integration does not apply in the Jordanian context and voluntary repatriation is not recommended for most refugee children in Jordan at this stage.

If a BID establishes the need for continued care and protection along with a durable solution, UNHCR and partner staff should establish follow up procedures to the extent possible to ensure protection of the child, his or her caregiver and so as to support the sustainability of the durable solution. Recommendations for resettlement could be finalised in a BID report by UNHCR and case management agencies. The BID panel, at which the resettlement focal point is present, shall assess the recommendation. If the outcome of the discussion recommends resettlement as in the best interest of the child, the case should be referred to the UNHCR Resettlement Unit.



## Steps of BID Process

**Team Leader**  
Scheduling depending on priority

**Child Welfare Officer**  
Gathers and verifies information, interviews child and makes recommendation

**BID Supervisor**  
Reviews cases and calls for BID Panel

**BID Panel**

Close

BID supervisor can decide to reopen a case if changes in circumstances occur or the initial BID decision could not be implemented in a reasonable timeframe

Defer

Follow up on information requested by panel members and resubmit to panel (after BID supervisor's endorsement)

Approve

Follow up on recommendation; inform the child and caregivers/parents /guardians & monitor of recommendation

UNHCR child protection staff draft minutes of meeting (MOM), share with BID supervisor for clearance and sharing with BID panel members. MOM should be attached to files of individual cases and PROGRES should be updated with the BID panel's recommendation

## 11. The BID Process

In line with the fact that the government has the primary responsibility to apply the best interest determination guidelines, the following steps should be taken into consideration when UNHCR and partners take the lead in situations where the authorities are unwilling or unable to respond to cases of children of concern. In Jordan, UNHCR and partners ensure close work with the authorities to meet the best interests of the child. The following points reflect the key steps of a BID process, highlighting the establishment of BID panels in field locations:

- Appoint a BID supervisor, which is a UNHCR staff member (please refer to BID supervisor TOR);<sup>19</sup>
- Identify suitable partners with relevant child protection expertise. This will include partners involved in the case management process, starting with identification, completing a BID report and responding to assessed needs, follow-up and monitoring;
- Coordination between the field offices is required, particularly in cases where the child is present in one location, with family members present in another location. A BID should be initiated where the child is located. Follow-up and information collection will be required in the field location where the family lives. Any decision regarding the case should be communicated clearly between the BID supervisors in the 2 locations. For extremely complicated cases, a meeting can take place with the BID Coordinator in the Jordan Country Office.
- Identify BID panel members and establish a BID panel.
  - It is the responsibility of the UNHCR BID supervisor in each field location to establish a BID panel.
  - The UNHCR BID supervisor normally should not have the right to vote.
  - The panel is a platform to analyse individual cases and reach decisions in the best interest of the child.
  - The panel is composed of UNHCR, partner staff and whenever possible, government officials with different relevant backgrounds (e.g. FPD/MOSD).<sup>20</sup>
  - The panel should be composed of 3-5 persons with significant expertise and should be gender balanced (the number of participants may be greater depending on the number of relevant partners involved).
  - It is the responsibility of the BID supervisor in each field location to ensure that in each situation an optimal panel composition is achieved.
  - VOTING: In Jordan, a decision should be taken by consensus. In exceptional situations, where a decision is challenged and no consensus is reached, the case should be referred to the BID Coordinator, Protection Unit, UNHCR Branch Office, Amman.in the UNHCR Country Office.<sup>21</sup>
  - The UNHCR BID supervisor must endorse any recommendation for resettlement as the most appropriate solution before discussing in the panel.
  - The UNHCR Resettlement Unit must endorse decisions that define resettlement as the most appropriate solution. It should be noted that UNHCR

<sup>19</sup>UNHCR BID guidelines , available at: <http://www.unhcr.org/50f6d27f9.pdf>

<sup>20</sup>All referrals to FPD, MOSD's women/children centers (as last resort) should go through UNHCR field offices.

<sup>21</sup>BID panel decisions are taken by majority, or qualified majority, depending on the panel's composition.

will undertake its best efforts to resettle cases where resettlement is found to be in the best interests and where the Resettlement Unit has endorsed the recommendation. However, resettlement may not be possible for all cases.

- The BID supervisor (field level) and BID coordinator (national level) should regularly review the SOPs with panel members to ensure that these SOPs remain up to date and relevant to the context.
- Provide regular training on child protection and BID process while assessing existing staff capacities.

## 12. Criteria for BID decision making

Reference should always be made to factors that determine a child's best interest as highlighted in the Annex 9 of BID guidelines while balancing competing rights of the child and following factors.<sup>22</sup>

- Safety as a priority
- The child's identity and history
- Relationships with family and other people close to the child
- The child's well-being, development and protection
- The child's views
- Views of other persons close to the child (preferably interviewed when possible)
- Seeking views of experts

The BID Report Form is used to present the information to the BID panel in a systematic and consistent manner. BID reports should not be shared with BID panel members before final endorsement by the BID supervisor. Any supporting documents (birth certificate, health certificate, custody, documented views of an expert, etc...) are valuable and should be included in the submission to the BID Panel.

## 13. Review by Panel

- Panel members should review documentation (BID Report) in advance. For cases involving temporary care arrangements, the assessment of foster care should also be provided. Other documents such as medical reports or judicial decisions might also be needed. Ideally, cases should be shared one week in advance. Practically speaking, BID reports are typically shared on a Tuesday morning, with the BID panel usually convened on the following Thursday. (All locations). BID supervisors in each location can decide otherwise as needed.
- Panellists should assess the recommendations, but also verify whether information is missing, contradictory or unclear.
- Priority should be given to urgent and complex cases.
- The frequency of meetings should be determined by the number of children requiring a BID. Where there are large numbers of cases pending, BID panel meetings should be convened on a bi-weekly basis unless the BID supervisor decides otherwise.
- The BID supervisor can call for an emergency BID panel meeting at any time.

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<sup>22</sup>UNHCR, *UNHCR Guidelines on Determining the Best Interests of the Child*, May 2008, available at: <http://www.refworld.org/docid/48480c342.html>

- Exceptionally, quick case conference consultations can be done by e-mail, after sharing an endorsed BID report. It is generally possible, according to the Field Handbook for the Implementation of UNHCR BID Guidelines, to review up to 10 cases during a single session. However, the practice in Jordan has been to discuss 5-7 cases per session, with BID panels taking place on a weekly basis, depending on the load of cases.
- BID panel members can request further clarification. Child protection staff will need to revisit the plan and provide updated information.
- In Jordan, child protection case managers of case management agencies attend the panel to present his/her case and provide clarifications on the spot.
- To ensure objectiveness in decision making, the child protection staff member who prepared the case does not have the right to vote regarding the decision.

#### 14. Formalising the Decision

- Decisions can be reached in the first session a case is presented to the BID Panel.
- In some circumstances, it may take more than one session to reach a consensus decision.
- The timeframe is 3 days for an emergency case and 7 days (if urgent) ..
- Panel members should be committed to make timely decisions in the best interest of the child and unnecessary delays should be avoided.
- When a decision has been reached, the child protection case worker who prepared the case should inform the child and the family of the decision. Further counselling might be needed if the family opposes to the decision.
- BID supervisors are responsible for the overall monitoring of the implementation of the decisions and recommendations (in coordination with other responsible actors), and must ensure timely and appropriate follow-up.

#### 15. Reopening and Closure of Cases

##### Reopening

- A BID can be reopened if either there have been changes in circumstances that could alter the original decision or the initial decision could not be implemented within a reasonable timeframe. In addition, UNHCR must review the separation of a child from parents against their will if requested by the child's guardian or parents on the basis of new facts, evidence or legal considerations.
- It should be taken into consideration that the authorities are responsible for such a decision and UNHCR and partners are there to provide support.

##### Closure

- Closure of a case is a decision that should be taken by the BID supervisor. While it is difficult to establish set criteria for closure of cases, the following is a set of sample situations when a case could be closed:<sup>23</sup>
- The child has been placed in long-term care and this care arrangement has been formalized

<sup>23</sup>Field Handbook for the implementation of UNHCR BID Guidelines, p. 85 in alternative care arrangement, available at: [www.unhcr.org/50f6d27f9.pdf](http://www.unhcr.org/50f6d27f9.pdf)

- A minimum of 2 years has passed since the placement, and approval of the BID panel
- Follow up has been conducted as a minimum every 12 weeks
- All specified elements of the permanency plan have been implemented
- The long-term caregiver is satisfied that they no longer need support with the placement
- The child has fulfilled all necessary integration criteria. The child is:
  - protected from abuse, violence, exploitation and neglect
  - engaged with education and / or training activities
  - receiving any necessary health care
  - actively participating in social activities
  - expressing willingness to remain in the long-term care placement
- A permanent plan has been developed and implemented involving supported independent living, small group homes or foster care, and the child has turned 18 and received services for a minimum of 12 months to support their independent living.
- A child turns 18 whilst in interim care and has received services for a minimum of 12 months to support their independent living.
- The child is reunified and reintegrated in her or his family after successful tracing
- Resettlement or departure to a third country, voluntary or spontaneous return
- The child dies, and all necessary investigations in to cause of death have been conducted and concluded.
- 

#### 16. Information management and Documentation/Keeping Records

After completing the BID report, child protection staff should enter the data into the existing data information management system or database to ensure effective case management including tracking of cases, monitoring and timely follow up. The principle of confidentiality should be adhered to.. All members attending a BID panel should have signed a confidentiality statement prior to attending the BID panel. UNHCR or partner organization child protection case managers under the supervision of the BID supervisor are responsible for updating physical files, action sheet and PROGRES with completed BID reports and BID panel recommendations. The information sharing protocol will regulate the sharing of case management data. Deliberations of the panel must be recorded in Section 3 of the BID report form and explain whether the full reason for the decision.. If any information is rejected, it must be recorded in BID form. It is recommended to keep an electronic copy in read only format of the BID report form and /or PDF Section 3 of the report including panel members signatures should be scanned and attached to the from in its final approved version Important to include checklist/instructions re. Confidential documentation of data, i.e. where hard-copies are stored, lockable locations, password protection for soft copies, contingency plans, destruction of files, etc.

#### 17. Simplified BID Procedures

Simplified BIDs maybe used in exceptional situations, primarily limited to the following points, taking into consideration that a formal decision to allow for simplified BIDs should be taken by UNHCR representative based on the recommendation of the BID supervisor.

- I. Family reunification (depending on the complexity of the case)

- II. Medical or protection emergencies requiring immediate resettlement response
- III. Sudden movement of large numbers of unaccompanied and separated children over a short period of time.

Procedures for a simplified BID are similar to those for a regular BID, including thorough assessment, completion of the BID report form, monitoring, implementation of the decision and follow-up of each individual case. Only the decision-making process is simplified through a reduced panel of at least 2 staff members (including case management agencies) and a reviewing officer with extensive experience. The reduced panel should include the BID supervisor who chairs the panel and child protection officer with extensive experience to replace the panel members required in regular BID procedures. The reduced panel members should report back to case managers in a time frame of 3 days (emergency time frame) and 7 days (if urgent)..

### 18. Special Consideration for Child Survivors<sup>24</sup>

- Promote the Child's best Interest.
- Ensure the Safety of the Child
- Comfort the Child
- Ensure appropriate confidentiality
- Involve the child in decision making
- Treat every child fairly and equally (principle of non-discrimination and inclusiveness)
- Strengthen Children's resilience
- Provide careful, child oriented psycho-social support to the child and if necessary call upon consultant specialists to support them
- Interviewers should be cognizant of the fact that some perpetrators are family members. The child should therefore be interviewed when no other family member is present; however, the parents/guardians should be informed that an interview is going to be conducted.
- If the affected child insists that she/he needs the presence of a family member/guardian, it should be respected.
- If guardians refuse to pursue the case in a court of law on the child's behalf, when there is clear evidence, supervisors of child protection case managers may consider pursuing the best interest of the child based on the circumstances of the particular case.
- If a UASC's legal guardian misuses the authority he/she has over the child and mistreats it, then the guardianship may be withdrawn, if seen in the best interest of the child.
- Periodically, UNHCR and Implementing Partners will review the situation of the child survivor to revise the care plan adopted depending on any rising protection problems to ensure a proper response
- Any decision taken to separate children from their parents should be monitored and UNHCR, FPD and the BID Panel should ensure that it is made according to the safeguards elaborated in Article 9 of the Convention of the Rights of the Child (CRC). The decision to separate a child from his/her parents falls solely within the competence of States (Article 9)

### **19. Role and responsibilities of BID Coordinator**

The BID Coordinator is a UNHCR staff member with extensive experience in child protection. He/she works within the Protection Unit, UNHCR Branch Office, Amman, Jordan His/her role consists in:

- Ensuring consistency between BID procedures and quality in the various sub and field offices.
- Providing technical guidance and support to the BID supervisors.
- Regularly collecting information and statistics on the BID process from the various field office and/or sub-office
- Establishing BID panels.

## LIST OF ABBREVIATIONS

<b>BID</b>	Best Interest Determination
<b>BIA</b>	Best Interest Assessment
<b>SGBV</b>	Sexual and Gender-Based Violence
<b>SOP</b>	Standard Operating Procedures
<b>UAC</b>	Unaccompanied Child
<b>UASC</b>	Unaccompanied and Separated children
<b>JRF</b>	Jordan River Foundation
<b>NHF/IFH</b>	Nour AL Hussein Foundation/ Institute of Family Health
<b>FPD</b>	Family Protection Department
<b>UNICEF</b>	United Nations Children Funds
<b>IMC</b>	International Medical Corps
<b>ICR</b>	International Rescue Committee
<b>ICRC</b>	International Committee of Red Cross
<b>GBVIMS</b>	Gender Based Violence Information Management System
<b>MOSD</b>	Ministry of Social Development





## Annex 1

UNITED NATIONS  
HIGH COMMISSIONER  
FOR REFUGEES

NATIONS UNIES  
HAUT COMMISSARIAT

### UNDERTAKING OF CONFIDENTIALITY (BID PROCEDURE)

**Name:** .....

**Role:** .....

I, the undersigned, undertake not to disclose or discuss with parties external to the BID process, any information that comes to my knowledge as a result of my role in that process. I understand and accept that the obligation of confidentiality will continue after my formal role in the BID process has ceased.

I understand that this signed Undertaking will be retained by UNHCR. I also understand that any breach of the terms of this Undertaking may lead to exclusion from further participation in the BID process, be reported to my employer and that UNHCR may take other measures as it deems fit.

**I have read, understand and accept this Undertaking of Confidentiality.**

**Signature:** .....

**Date:** .....

**Place:** .....

## Annex 2

### Inter-Agency Best Interests Assessment Form

ASSESSMENT FORM (for completion for all Child Protection cases including UASC) نموذج تقييم (لتقييم جميع الحالات المتعلقة بحماية الطفل بما فيها حالات الأطفال غير المصحوبين والمنفصلين عن ذويهم)					
<b>PRIORITY*:</b>	1: 2 days <input type="checkbox"/>	2: 1 week <input type="checkbox"/>	3: 30 days <input type="checkbox"/>	4: Non Urgent (date)	<b>CPIMS No:</b>
Arabic	Arabic	Arabic	Arabic	Arabic	<b>RAIS/ProGres No</b>
For completion at end of assessment / التقييم بعد الانتهاء من التقييم					
<b>Has the child been previously interviewed and registered by a Child Protection Agency in Jordan?*</b> هل تم مقابلة أو تسجيل الطفل مسبقاً من قبل أي من المنظمات المعنية بحماية الطفل؟					Yes <input type="checkbox"/> No <input type="checkbox"/> نعم <input type="checkbox"/> لا <input type="checkbox"/>
<b>If yes, who did interview the child?</b> If yes, note any information given on the provider and services they gave. إذا نعم، أذكر أية معلومات ذكرها الطفل عن مقدم الخدمة والخدمات التي تلقاها					
		<input type="checkbox"/> Protection	<input type="checkbox"/> Education	<input type="checkbox"/> Food	<input type="checkbox"/> Health
		<input type="checkbox"/> NFIs	<input type="checkbox"/> WASH	<input type="checkbox"/> Financial assistance	<input type="checkbox"/> Shelter
<b>CONSENT FOR SHARING INFORMATION</b> الموافقة على مشاركة المعلومات مع جهات أخرى					
<b>Have you completed the confidentiality agreement with the client?*</b> هل تم استكمال الاستمارة الخاصة بسرية المعلومات مع المستفيد؟					Yes <input type="checkbox"/> No <input type="checkbox"/> نعم <input type="checkbox"/> لا <input type="checkbox"/>
<b>Is there a data protection issue with this client? If yes, refer to consent form while managing case*</b> هل هناك أية مخاوف متعلقة بحماية بيانات المستفيد؟ إذا نعم، الرجاء الاطلاع على استمارة الموافقة					Yes <input type="checkbox"/> No <input type="checkbox"/> نعم <input type="checkbox"/> لا <input type="checkbox"/>
<b>Have you taken a photo of the child?</b> هل تم أخذ صورة للطفل؟					Yes <input type="checkbox"/> No <input type="checkbox"/> نعم <input type="checkbox"/> لا <input type="checkbox"/>
<b>SECTION 1 - CHILD'S PERSONAL DETAILS (BIO-DATA) القسم 1 - بيانات الطفل الشخصية</b>					
Explain to the child and/or caregiver "I am now going to ask you some basic information about yourself/your child" اشرح للطفل وأو مقدم الرعاية بأنك ستقوم بطرح أسئلة حول بعض المعلومات الأساسية المتعلقة بالطفل ومقدم الرعاية					
<b>Child's Name</b> English & Arabic اسم الطفل	Name الاسم	Father Name اسم الأب	Grandfather Name اسم الجد	Family Name اسم العائلة	Nickname/Alias اللقب/اسم آخر مستخدم
	Name الاسم	Father Name اسم الأب	Grandfather Name اسم الجد	Family Name اسم العائلة	Nickname/Alias اللقب/اسم آخر مستخدم
<b>Permanent address of child and family in country of origin prior to separation</b> عنوان الطفل السابق في سوريا		Country	Province المحافظة	District المنطقة	
		Village / City القرية / المدينة	Street Name and House Number اسم الشارع	Landmark معلم	
<b>Current Address*</b> العنوان		Country	Governorate	City / Town / Camp	
		Neighbourhood / Sector or Module	Street Name, House Number / Block and Caraven or Tent Number	Landmark معلم	
<b>Sex*</b> الجنس	Male ذكر <input type="checkbox"/>	Female أنثى <input type="checkbox"/>	<b>Estimated age given by the case worker*</b>	<b>Date of Birth (DD/MM/YY)*</b> تاريخ الميلاد	
<b>RAIS/ProGres No</b> CP IMS No		<b>National ID No.</b>		<b>Ration Card / Service ID No.</b> رقم البطاقة التموينية	
<b>Other ID No (specify kind)</b> رقم أي بطاقة شخصية أخرى		<b>Child / Caregiver Tel. No.</b> Arabic Needed		<b>Other Tel. No. (specify)</b> Arabic Needed	
<b>Citizenship*</b> الجنسية	Syrian سورية <input type="checkbox"/>	Palestinian فلسطينية <input type="checkbox"/>	Jordanian <input type="checkbox"/>	Country of Origin	
	Iraqi عراقية <input type="checkbox"/>	Other (specify) أخرى - حدد <input type="checkbox"/>			
<b>Father's Name*</b>	Name الاسم	Father Name اسم	Grandfather Name اسم	Family Name اسم العائلة	Nickname/ Alias
<b>RAIS/ProGres ID Number</b>		<b>National ID Number</b> رقم الهوية الأدينية		<b>Ration Card / Service ID</b>	

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Citizenship of the father* الجنسية	Syrian سورية	<input type="checkbox"/>	Palestinian فلسطينية	<input type="checkbox"/>	Jordanian	<input type="checkbox"/>	Country of Origin	
	Iraqi عراقية	<input type="checkbox"/>	Other (specify) أخرى - حدد			<input type="checkbox"/>		

Mother's Name* اسم الأم مقدمة الرعاية الرئيسية	Name الاسم	Father Name اسم الأب	Grandfather Name اسم الجد	Family Name اسم العائلة	Nickname/Alias اللقب/ اسم آخر مستخدم
RAIS/ProGres ID Number		National ID Number رقم الهوية الأردنية		Ration Card / Service ID Number رقم البطاقة التموينية	

Citizenship of the mother* الجنسية	Syrian سورية	<input type="checkbox"/>	Palestinian فلسطينية	<input type="checkbox"/>	Jordanian	<input type="checkbox"/>	Country of Origin	
	Iraqi عراقية	<input type="checkbox"/>	Other (specify)			<input type="checkbox"/>		

If child has been living with caregivers other than the parents explain why, for how long, their relationship to the child, and give their names below  
إذا لم يكن مع والديه، وضح لماذا ومنذ متى

If father or mother believed dead, give details including whether information has been verified  
في حال الشك أو الإشتباه بوفاة الأم أو الأب، أذكر التفاصيل، بما في ذلك إذا تم التأكد من صحة المعلومات

Male Primary Caregiver's Name (if applicable)* UN ID Number رقم بطاقة المفوضية	Name الاسم	Father Name اسم الأب	Grandfather Name اسم الجد	Family Name اسم العائلة	Nickname/Alias اللقب/ اسم آخر مستخدم
		National ID Number رقم الهوية الأردنية		Ration Card / Service ID Number	

Female Primary Caregiver's Name (if applicable)* UN ID Number رقم بطاقة المفوضية	Name الاسم	Father Name اسم الأب	Grandfather Name اسم الجد	Family Name اسم العائلة	Nickname/Alias اللقب/ اسم آخر مستخدم
		National ID Number رقم الهوية الأردنية		Ration Card / Service ID Number	

Child Protection concerns:	<input type="checkbox"/> Children at risk	<input type="checkbox"/> Unaccompanied/Separated children
Briefly describe the child's major concern/issue* اشرح بشكل مختصر أهم المخاوف والفضايا الرئيسية المتعلقة بالطفل		

Note: If child is separated or unaccompanied, complete all sections. If child is not separated or unaccompanied, go directly to section 3.  
ملاحظة: إذا كان الطفل غير مصحوباً أو منفصلاً عن ذويه، إذا لزم الانتقال مباشرة إلى القسم 3.

Source of Identification* مصدر التعرف على الطفل		Options: Self-Referral, Identification by CP Community Worker (eg. CBCPN), CFS, UNHCR-Registration, UNHCR-Protection, Medical Agencies, Education Provider, Govt SW, Police, Community Leaders, Other Agency, Other - specify) الخيارات: تعرف ذاتي، تحديد من قبل شبكة حماية الطفل، المساعدات الإنسانية للطفل، قسم التسجيل بالمفوضية، قسم الحماية بالمفوضية، المنظمات الطبية مزود الخدمات التعليمية، المأطون الاجتماعيون من الجهات الحكومية، الشرطة، قادة المجتمع، أخرى - حدد
Date of Identification (DD/MM/YY)* تاريخ التعرف على الطفل		Date of Arrival in Jordan (DD/MM/YY)* تاريخ الوصول إلى الأردن
Date of Arrival in Current Location (DD/MM/YY)* تاريخ الوصول للموقع الحالي		

SECTION 2 - Separated and Unaccompanied Children القسم 2 - الأطفال غير المصحوبين والمنفصلين عن ذويهم	CP IMS No: RAIS/ProGRes No:
---	--------------------------------

Section 2.1: Details of separation and plans for placement and care  
القسم 2.1 - تفاصيل حول انفصال الطفل عن ذويه وخطط الرعاية care  
Inform the child "I will now ask you some questions about how you were separated from your parents/the adult who usually cared for you"  
أعلم الطفل بأنك ستقوم بطرح بعض الأسئلة المتعلقة بكيفية الانفصال عن ذويه أو مقدم الرعاية السابق

Separation Status* تصنيف الحالة	Unaccompanied طفل غير مصحوب	<input type="checkbox"/>	Separated طفل منفصل عن ذويه	<input type="checkbox"/>	Any name/s given to the child after separation? If yes, mention: هل تم اعطاء الطفل اي اسماء اخرى بعد الانفصال؟ إذا نعم، أذكر:
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History and reasons for separation from parents / previous caregiver  
تاريخ وأسباب الانفصال عن الوالدين/ مقدمو الرعاية السابقين

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	For safety <input type="checkbox"/>	Death / sickness of caregiver <input type="checkbox"/>	Family violence <input type="checkbox"/>	Separated at border <input type="checkbox"/>		
<b>Cause of Separation</b>	To work <input type="checkbox"/>	For Family reunification <input type="checkbox"/> (Joining one of the primary caregivers or travelling cases-)	Family returned to Syria without the child <input type="checkbox"/>	without documentation returned to camp by police <input type="checkbox"/>		
	Fear of sexual violence <input type="checkbox"/>	To access to services <input type="checkbox"/>	Targeted for persecution <input type="checkbox"/>			
	To avoid conscription <input type="checkbox"/>	separated during flight <input type="checkbox"/>	Other (specify): <input style="width: 100%;" type="text"/>			
<p><b>How, when and where was the child separated from their parents / previous primary caregiver</b> كيف تم انفصال الطفل عن والديه/ أو مقدم الرعاية؟</p>						
<p><b>List any movements between place of separation and current location</b> أذكر التنقلات التي تمت ما بين مكان الانفصال والموقع الحالي</p>						
<p><b>How and why the child entered Jordan</b> كيف ولماذا دخل الطفل إلى الأردن؟</p>						
<p><b>Information on any other caregivers the child had in between the previous primary caregiver and the current caregiver</b> معلومات عن أي مقدمي رعاية آخرين للطفل في الفترة ما بين الانفصال والوقت الحالي</p>						
<p><b>Does the child know where their previous primary caregivers are?</b> هل يعرف الطفل مكان والديه الحالي؟</p>		<p>Yes <input type="checkbox"/> نعم</p> <p>No <input type="checkbox"/> لا</p>	<p><b>Is the child in contact with their previous primary caregivers?</b> هل الطفل على اتصال بوالديه؟</p>			
<p><b>How frequent is the contact?</b> بم يتم الاتصال على شكل؟</p>		<p>Daily <input type="checkbox"/> يومي</p> <p>Weekly <input type="checkbox"/> أسبوعي</p> <p>Infrequently <input type="checkbox"/> نادراً</p>	<p><b>Does the child need their previous primary caregiver or other primary relatives to be traced (i.e. if they are not in contact)?</b> هل يحتاج الطفل إلى تتبع أثر والديه أو أي من أقاربه الرئيسيين؟</p>			
<p>Yes <input type="checkbox"/> نعم</p> <p>No <input type="checkbox"/> لا</p>		<p>Yes <input type="checkbox"/> نعم</p> <p>No <input type="checkbox"/> لا</p>		<p><b>Telephone Number</b> رقم الهاتف</p> <input style="width: 100%;" type="text"/>		
<p><b>If yes to the last question, give details of the persons(s) below (continue on back of page if needed):</b> إذا كان الجواب نعم على أي من الأسئلة المذكورة أعلاه، أذكر تفاصيل الشخص أو الأشخاص بما في ذلك الاسم والعنوان ورقم الاتصال</p>						
<b>Full Name</b>	<b>Relationship to Child</b>	<b>Age</b>	<b>Sex</b>	<b>Alive?</b>	<b>Last Known Address</b>	<b>Tracing requested by the child for contact or reunification?</b>
<p><b>Others who may be able to provide information to help with tracing?</b></p> <input style="width: 100%;" type="text"/>					<p><b>Does the child / caregiver consent to tracing?</b></p>	
<p>Yes <input type="checkbox"/> نعم</p> <p>No <input type="checkbox"/> لا</p>					<p>Yes <input type="checkbox"/> نعم</p> <p>No <input type="checkbox"/> لا</p>	
<p><b>List any documents carried by the child or caregiver:</b></p> <input style="width: 100%;" type="text"/>						
<p><b>Does child have any other relatives/friends in Jordan?</b> هل يوجد للطفل أقارب أو معارف آخرين في الأردن؟</p>		<p>Yes <input type="checkbox"/> نعم</p> <p>No <input type="checkbox"/> لا</p>	<p><b>Does the child plan to join these people at any time?</b> هل ينوي الطفل الانضمام لأي منهم؟</p>		<p>Yes <input type="checkbox"/> نعم</p> <p>No <input type="checkbox"/> لا</p>	
<p><b>If yes to either of the above questions, give details of the persons(s) below (continue on back of page if needed):</b> إذا كان الجواب نعم على أي من الأسئلة المذكورة أعلاه، أذكر تفاصيل الشخص أو الأشخاص بما في ذلك الاسم والعنوان ورقم الاتصال</p>						
<b>Name</b>	<b>Relationship to Child</b>	<b>Address</b>	<b>Contact Number</b>			
<p><b>Section 2.2 - Current Care Arrangements</b> <span style="float: right;">القسم 2.2 ترتيبات الرعاية الحالية</span></p>						
<p><i>Inform the child "I will now ask you some questions about where you are currently living and who is living with you"</i> أعلم الطفل بأنك ستقوم بطرح أسئلة حول مكان سكنه ومع من يعيش حالياً</p>						

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Child is currently living* الطفل يقم حاليا في مع:	<input type="checkbox"/> Reception Center	<input type="checkbox"/> Transit center	<input type="checkbox"/> Stand by family Care arrangement	<input type="checkbox"/> Kinship care	<input type="checkbox"/> Independent living arrangement
	Spontaneous Foster Care <input type="checkbox"/>	Formal Foster Care <input type="checkbox"/> رعاية بديلة رسمية	Residential Care <input type="checkbox"/> رعاية مؤسسية	Child headed household <input type="checkbox"/>	

Date this care / living arrangement started: متى بدأت ترتيبات الرعاية هذه؟				Are there siblings in the same care arrangement? هل يوجد للطفل أخوة في نفس مكان الرعاية؟	Yes نعم <input type="checkbox"/>	No لا <input type="checkbox"/>	If yes, complete separate forms for each sibling if information differs إذا نعم، املأ نموذج لكل أخ في حال اختلاف المعلومات
---	--	--	--	---	-------------------------------------	-----------------------------------	---

**IF THE CHILD IS IN ADULT CARE COMPLETE THIS SECTION:**  
أكمل القسم التالي إذا كان الطفل تحت رعاية شخص بالغ

Telephone number of caregiver رقم هاتف مقدم الرعاية	
--	--

Caregiver's Name	Name الاسم	Father Name إسم الأب	Grandfather Name إسم الجد	Family Name إسم العائلة	Nickname/Alias مستخدم
Citizenship* الجنسية	Syrian سورية <input type="checkbox"/>	Palestinian فلسطينية <input type="checkbox"/>	Jordanian الأردنية <input type="checkbox"/>	Country of Origin	
Sex	Male ذكر <input type="checkbox"/>	Female أنثى <input type="checkbox"/>	Other (specify) أخرى (حدد)		
Age:					

RAIS/ProGres No:		National ID Number رقم الهوية الأردنية		Ration Card / Service ID Number رقم البطاقة التموينية	
------------------	--	---	--	--	--

Other ID Number رقم اي بطاقة هوية أخرى		Telephone Number رقم الهاتف		Relationship to Child علاقة مقدم الرعاية بالطفل	
---	--	--------------------------------	--	--	--

Caregiver's Name	Name الاسم	Father Name إسم الأب	Grandfather Name إسم الجد	Family Name إسم العائلة	Nickname/Alias مستخدم
Citizenship* الجنسية	Syrian سورية <input type="checkbox"/>	Palestinian فلسطينية <input type="checkbox"/>	Jordanian الأردنية <input type="checkbox"/>	Country of Origin	
Sex	Male ذكر <input type="checkbox"/>	Female أنثى <input type="checkbox"/>	Other (specify) أخرى (حدد)		
Age:					

RAIS/PRoGreS No:		National ID Number رقم الهوية الأردنية		Ration Card / Service ID Number رقم البطاقة التموينية	
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Other ID Number رقم اي بطاقة هوية أخرى		Telephone Number رقم الهاتف		Relationship to Child علاقة مقدم الرعاية بالطفل	
---	--	--------------------------------	--	--	--

Did the child and caregivers know each other before?	Yes نعم <input type="checkbox"/>	No لا <input type="checkbox"/>	If yes, how and for how long?	
--	-------------------------------------	-----------------------------------	-------------------------------	--

If the current address is temporary, where do the child / caregiver plan to move to? في حال كون العنوان الحالي مؤقتاً، إلى أين بنوي الطفل/ مقدم الرعاية الانتقال؟	Admin Level 1	Admin Level 2	Admin Level 3
	Admin Level 4	Admin Level 5	Admin Level 6

**FOR ALL UNACCOMPANIED CHILDREN IN INFORMAL FOSTER CARE:**

Does the child want to stay in this care arrangement?	Yes نعم <input type="checkbox"/>	No لا <input type="checkbox"/>	If no, why not?	
---	-------------------------------------	-----------------------------------	-----------------	--

**IF THE CHILD IS WITHOUT ADULT CARE COMPLETE THIS SECTION:**  
أكمل القسم التالي إذا كان الطفل تحت رعاية شخص بالغ

What are the child(ren)'s main concerns about their living arrangement. Have any adults supported them? (If yes give details). Is there anyone in the community the child(ren) would feel comfortable living with? What would the child(ren) like to happen for their long-term care? Does the child(ren) have risky or positive coping mechanisms? Are they exposed to any negative influences (note any observations as well as what the child says)?

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<b>Was the child reunified with the Verified Adult?</b> هل تم جمع شمل الطفل مع الشخص (البائع) الذي تم التحقق منه؟	<b>Yes</b> نعم	<input type="checkbox"/>	<b>No</b> لا	<input type="checkbox"/>
--	-------------------	--------------------------	-----------------	--------------------------

<b>SECTION 3 - ASSESSMENT OF CHILD'S CURRENT SITUATION</b> القسم 3 - تقييم الوضع الحالي للطفل	<b>CP IMS No.</b>	
--	-------------------	--

*For each of the below sections, consider the opinions of the child, their family, teachers, etc and your own observations. Find out what is already being provided in the community and what child and community strategies can be strengthened.*

*في كل من الأجزاء التالية، يجب الأخذ بعين الاعتبار آراء الطفل الشخصية وعائلته ومدرسيه... الخ، إضافة ملاحظتك الشخصية أيضا. حاول التعرف على أية حلول أو تدخلات مجتمعية موجودة وكيفية تعزيزها.*

<b>3.1 Daily Activities and Social Relations</b>	<b>3.1 الأنشطة اليومية والعلاقات الاجتماعية والحالة النفسية</b>
--	---

*When interviewing the child, inform them: I am now going to ask you questions about your daily activities and social relations*

*عند مقابلة الطفل قم بإعلامه بأنك ستقوم بطرح أسئلة متعلقة بأنشطته اليومية وكيفية تعامله مع أية مشاكل قد يعاني منها*

Apart from school or work, how do you spend your day? Whom did you spend this time with? And where?

--

What do you prefer to do when you have free time and with whom?

--

How is the time you spend with your family members or other adults (e.g. neighbours, etc.)?

--

<b>3.2 Emotional Wellbeing</b>	<b>3.2 الأنشطة اليومية والعلاقات الاجتماعية والحالة النفسية</b>
--------------------------------	---

*When interviewing the child, inform them: I am now going to ask you questions about how you feel and how you deal with any problems*

*عند مقابلة الطفل قم بإعلامه بأنك ستقوم بطرح أسئلة متعلقة بأنشطته اليومية وكيفية تعامله مع أية مشاكل قد يعاني منها*

Can you tell me two things that worry you the most?

How do you deal with your worries? Does someone help you? Who helps you? What do you do otherwise?

Does the child appear to have any emotional problems or behavioural problems?

frightened  withdrawn  unhappy  difficulties sleeping  aggressiveness  difficulties concentrating  conflict with others  lack of confidence - discriminated

--

**Do Not Ask But Record if Mentioned:** Are there any physical or mental impairment in the child's daily functioning?

--

**Do Not Ask But Record if Mentioned:** Have you witnessed or experienced violence?

--

<b>3.3 Education, Skills and Livelihoods Assessment</b>	<b>تقييم سبل العيش والمهارات ومستوى التعليم</b>
---	---

<b>What did the child do in their country of origin?</b>	School <input type="checkbox"/>	Unpaid work <input type="checkbox"/>	Paid work <input type="checkbox"/>	Recreational activities <input type="checkbox"/>	Other (specify)
ماذا كان يعمل الطفل في سوريا؟	بالمدرسة	العمل بدون أجر	العمل بأجر	أنشطة ترفيهية	تشاغلان أخرى - حدد
	Activities for the household (chores, other) - specify no. of hours				
	أعمال منزلية (تنظيف، رعي، الخ)				

<b>What does the child do in Jordan?</b>	School <input type="checkbox"/>	Unpaid work <input type="checkbox"/>	Paid work <input type="checkbox"/>	Recreational activities <input type="checkbox"/>	Other (specify)
ماذا يعمل الطفل في الأردن؟	بالمدرسة	العمل بدون أجر	العمل بأجر	أنشطة ترفيهية	
	Activities for the household (chores, other) - specify no. of hours				
	أعمال منزلية (تنظيف، رعي، الخ)				

<b>If the child is working, tick all that applies:</b>	Paid work under 16 <input type="checkbox"/>	Paid work over 16 6 hours / day or less <input type="checkbox"/>	Paid work over 16 more than 6 hours / day <input type="checkbox"/>
إذا كان الطفل يعمل، ضع علامة على الخيارات المناسبة:	عمل مدفوع الأجر - تحت سن 16	عمل مدفوع الأجر - 6 ساعات أو أقل في اليوم	عمل مدفوع الأجر - أكثر من 6 ساعات في اليوم
	Work is harmful for child's development <input type="checkbox"/>	Worst forms of child labour <input type="checkbox"/>	Family or child depend on child's income <input type="checkbox"/>
	العمل يضر على تطور الطفل	أسوأ أنواع عمالة الأطفال	العائلة معتمدة على دخل الطفل/الطفل يعيش من

Briefly describe child's situation for education (including alternative education or vocational training) including whether they go to school / training and if so which school, grade, regularity. Briefly describe child's attitude toward school and if they have any problems at school. If the child is not in school, explain why not, and if would s/he like to go to school?

--

If the child is working: what is the main reason for the child to work? What is needed for the child to stop working?

--

<b>Is the family receiving food rations, coupons or cash assistance?</b>
--

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How many people are working? Do they run any businesses? Do they receive any income support? Do they have any assets? Can they provide their basic needs? **Did they work or have businesses in the country of origin (if, yes, give details)?**

أذكر تفاصيل حول وضع العائلة الاقتصادي ووسائل كسب الرزق (بما في ذلك العائلة المرووسة من قبل طفل)، هل من أحد يعمل بالعائلة؟ هل يديرون عمل خاص؟ هل يصلهم دخل من مكان؟ هل لديهم ممتلكات؟ هل يقومون بتأمين حاجياتهم الأساسية؟

What is the family's gross monthly income?
How much is the rent? How much do their utilities cost?
<b>3.4 Health and Nutrition Needs</b> <span style="float: right;"><b>الاحتياجات الصحية والأساسية 3.4</b></span>
Does the child have any immediate medical needs or long-term health concerns?

Does the child have access to medical care - if not, why not?
How many meals a day do you have? Do you feel th at is enough for you?

**3.5 Basic Survival Needs (and home setting)** **الاحتياجات الصحية والأساسية 3.5**

Does the child have sufficient clothing?
Does the child have acces to clean water?
Are they able to access safe, clean toilets and showers? If not, explain.
Describe the child's living / accommodation situation - the number of rooms in the home, how many people live there, if the accommodation is shared with any other family, if there are any ventilation or damp issues.

<b>Risk Factors arabic needed</b>	<b>Protective Factors Arabic needed</b>
<b>3.7 Protection Assessment Summary</b> <span style="float: right;"><b>مخاوف متعلقة 3.7</b></span>	
<b>بالحماية (by the case worker)</b>	

<b>Primary Protection Concern</b>	
-----------------------------------	--

<b>Summary of Secondary Protection Concerns</b>	CR-CP	<input type="checkbox"/>	CR-CS	<input type="checkbox"/>	CR-CC	<input type="checkbox"/>	CR-TP	<input type="checkbox"/>	CR-LW	<input type="checkbox"/>	CR-LO	<input type="checkbox"/>
	CR-NE	<input type="checkbox"/>	CR-SE	<input type="checkbox"/>	CR-AF	<input type="checkbox"/>	CR-CL	<input type="checkbox"/>	SC-SC	<input type="checkbox"/>	SC-UC	<input type="checkbox"/>
	SC-FC	<input type="checkbox"/>	DS-BD	<input type="checkbox"/>	DS-DF	<input type="checkbox"/>	DS-PM	<input type="checkbox"/>	DS-PS	<input type="checkbox"/>	DS-MM	<input type="checkbox"/>
	SM-MI	<input type="checkbox"/>	SM-MN	<input type="checkbox"/>	SM-CL	<input type="checkbox"/>	SM-CC	<input type="checkbox"/>	SM-OT	<input type="checkbox"/>	FU-TR	<input type="checkbox"/>
	TR-PI	<input type="checkbox"/>	TR-HO	<input type="checkbox"/>	TR-WV	<input type="checkbox"/>	SV-VA	<input type="checkbox"/>	SV-VF	<input type="checkbox"/>	SV-VO	<input type="checkbox"/>
											SV-HK	<input type="checkbox"/>
											SV-FM	<input type="checkbox"/>

Please give details: <b>(GBV cases intake assessment form by GBV. Services)</b>

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**SECTION 4 - WISHES OF THE CHILD** القسم 4 - رغبات وأراء الطفل

Does the child wish for intervention or particular support in relation to any of the above areas?  
هل يرغب الطفل في تدخل أو في أي دعم خاص بخصوص أي من الأمور المذكورة أعلاه?

Yes  No   
نعم لا

If yes, give details.  
إذا كان الجواب نعم، أذكر التفاصيل

1

2

If the assessment shows the need for intervention that is in addition or in conflict with the wishes of the child, has this been discussed with the child? If not, why not? If this has been discussed what is the outcome? If the child is at risk, outline what steps are needed to ensure their safety and well-being.

Yes   
نعم

No   
لا

إذا أظهر التقييم الحاجة إلى تدخل يتعارض مع رغبة الطفل أو يضيف إليها، هل قمت بمناقشة هذا الأمر مع الطفل؟ إن لم تتم المناقشة، لماذا؟ وإذا تمت المناقشة، ماذا كانت

**SECTION 5 - Additional information/ Consideration from the caregivers**

Person interviewed اسم الشخص	What they said and when they were interviewed الملاحظات المذكورة
1	
2	
3	

**General recommendations from the caregivers**

**SECTION 6 - PROPOSED INTERVENTION / RECOMMENDATIONS (to be developed with the child and caregiver and reviewed by Supervisors)** القسم 6 - التدخل المقترح - يتم إقراره مع المشرف

**Referral to Other Services** Provide information to beneficiary on all available services and complete the Interagency Referral - ensure consent has been given before referral - see Consent Form)

التحويل لخدمات أخرى ، تأكد بانك قمت بالحصول على موافقة المستفيد قبل التحويل - الرجاء الاطلاع على استمارة الموافقة (زود المستفيد بجميع المعلومات المتعلقة بالخدمات المتوفرة، وقم بأكمل استمارة الخاصة بالتحويل)

Briefly Describe Required Intervention	Service Required	Name of Organisation Referring To اسم المنظمة المحول إليها	Consent Given	
	<b>BID required</b> <input type="checkbox"/> Emergency Medical Care <input type="checkbox"/> General Medical Care <input type="checkbox"/> Legal Assistance <input type="checkbox"/> Protection Services (e.g. registration, shelters / safe haven) <input type="checkbox"/> Education <input type="checkbox"/> Community Activities (e.g. CFS) <input type="checkbox"/> MHPSS <input type="checkbox"/> Shelter / NFI <input type="checkbox"/> Alternative Care <input type="checkbox"/> Family Tracing <input type="checkbox"/> Livelihoods / Cash <input type="checkbox"/> Other (specify) <input type="checkbox"/>		Yes <input type="checkbox"/>	No <input type="checkbox"/>
			نعم <input type="checkbox"/>	لا <input type="checkbox"/>
			Y <input type="checkbox"/>	N <input type="checkbox"/>
			Y <input type="checkbox"/>	N <input type="checkbox"/>
			Y <input type="checkbox"/>	N <input type="checkbox"/>
			Y <input type="checkbox"/>	N <input type="checkbox"/>
			Y <input type="checkbox"/>	N <input type="checkbox"/>
			Y <input type="checkbox"/>	N <input type="checkbox"/>
			Y <input type="checkbox"/>	N <input type="checkbox"/>
			Y <input type="checkbox"/>	N <input type="checkbox"/>





## Annex 3

# BEST INTERESTS DETERMINATION REPORT

## SECTION 1: OVERVIEW

CAMP / LOCATION:  
BID FILE NO:  
REGISTRATION NUMBER:

LINKED CASES:  
CASE REFERRED BY:

### STATUS OF THE CHILD

UNACCOMPANIED   
SEPARATED   
ORPHAN   
NONE OF ABOVE

### PURPOSE OF BID

DURABLE SOLUTION   
TEMPORARY CARE ARRANGEMENTS   
SEPARATION   
OTHER

### PRIORITY OF THE CASE (MENTION REASONS)

URGENT	<input type="checkbox"/>	
NORMAL	<input type="checkbox"/>	
SPECIFIC NEEDS OF THE CHILD	<input type="checkbox"/>	SPECIFY:

### CHILD'S BASIC BIO-DATA (REFER TO REGISTRATION FORM)

	WHERE RELEVANT, INDICATE IF INFORMATION IS AN ESTIMATE
FULL NAME	
ALIAS	
AGE	
GENDER	
DATE OF BIRTH	
PLACE OF BIRTH	
DATE OF ARRIVAL IN THE COUNTRY	
DATE OF ARRIVAL AT CURRENT LOCATION	

NATIONALITY	
ETHNICITY	
RELIGION	
CURRENT ADDRESS	
REGISTERED ADDRESS	
CURRENT CAREGIVER	
RELATED CASE (S)	
LINKED BID(S)	
NAME OF FATHER	
NAME OF MOTHER	
SIBLINGS	

<b>TRACING</b>	<b>STARTED ON</b>	
	<b>STATUS</b>	

**INTERVIEWS**

PERSON INTERVIEWED	NO. OF INTERVIEWS	DATE OF INTERVIEWS

	NAME	ORGANIZATION
INTERVIEWER		
REVIEWING OFFICER		
INTERPRETER		

**DOCUMENTATION ATTACHED**

1	
2	
3	

**SECTION 2: OPTIONS AND RECOMMENDATIONS**

**Part I - BRIEF SUMMARY INFORMATION ON THE CASE**

Please briefly summarize key issues, such as current care arrangement, information on parents and family, and the options under consideration.

### **Part II - HISTORY PRIOR TO FLIGHT/SEPARATION**

Please record the child's recollections about the flight/separation, and evidence provided by persons close to the child (if interviewed). Indicate how this information has been verified.

### **Part III - CURRENT SITUATION**

Please describe the current living situation of the child, to include:

- Current care arrangement, living conditions, safety, relationships with foster parents/ siblings/care-givers/other family members;
- Community networks, education and school attendance;
- Assessment of child's age and maturity, physical and mental health and any specific needs assessment.

Please state who has been contacted and who provided information, e.g. child, family, persons close to child, care-givers, teachers, neighbours, social workers/NGO staff.

### **Part IV - AVAILABLE OPTIONS & ANALYSIS**

Please indicate all the available options and follow-up mechanisms and analysis of each. Please refer to all the factors included in the Annex 9 checklist in recommending what is in the child's best interests, under the following headings:

- Views of child
- Family and close relationships
- Safe environment
- Development and identity needs

**Name of reviewer:**

**Comments by reviewer to the report:**

**Signature of reviewer:**

**Date:**

### SECTION 3: PANEL DECISION

This section should be completed and signed at the BID panel sessions. The signed page should then be scanned in order to protect the information included, attached to sections 1 and 2 of the form and converted into a pdf document.

The panel

- Approves the recommendations
- Defers decision (please explain why)
- Does not approve the recommendations (please explain why and provide the panel's recommendation)
- Reopens the case (please explain why, and who requested the reopening)
- Closes the case

**FULL REASONS FOR DECISION**

**FOLLOW UP ACTIONS REQUIRED (TICK AND SPECIFY)**

- None
- Provide counselling to the
  - Child
  - Biological parents
  - Foster parents/care-giver
- Undertake formal tracing
- Refer child for
  - Alternative care arrangements
  - Protection measures
  - Educational assistance
  - Psychosocial assistance
  - Material assistance
  - Medical assistance
- Other (explain)

**COMMENTS**

**SIGNATURE OF PANEL MEMBERS:**

NAME	ORGANIZATION	SIGNATURE

**DATE:**

## Annex 4

### CHECKLIST FOR CHILD WELFARE OFFICER

Actions recommended prior to submission of a BID for review

- HOME VISIT**
  - ✓ Have you visited the child in his/her home environment? If not, why not?
  - ✓ Have you recorded your observations and assessed relationships at home?
- INTERVIEWS**
  - ✓ Have you interviewed the child in a friendly environment?
  - ✓ Have you interviewed persons close to the child?
    - Parents and other family members (e.g. siblings)
    - Current and future care-givers (e.g. foster parents)
    - Relevant NGO staff
    - Neighbours (length of time known)
    - Others;
  - ✓ Before asking their views, did you explain the purpose of the BID?
- OTHER SOURCES**
  - ✓ Has information in individual files been reviewed?
  - ✓ Has the necessary background information on the geographical locations under consideration been collected?
- VERIFICATION OF INFORMATION**
  - ✓ Has all information been checked as to its accuracy?
  - ✓ Has the child's history been verified by a non-family member? Please explain, if nobody is available.
- BID REPORT FORM**
  - ✓ Has the following information been presented in detail in the form:
    - History of the child
    - Current living situation and well-being
    - Child's network
    - Security and existence/quality of basic services (education, health) in each geographical location under consideration
    - Views of child on the best option
    - Views of family members and others as to what is the best option;
  - ✓ Has the range of options, including timescale, monitoring mechanisms and other necessary follow-up measures for each option been presented?
  - ✓ Has the accuracy of names, dates of birth, age, addresses, and registration numbers been double checked and are contact phone numbers listed?
  - ✓ Has location of all relatives including name and, where relevant, their registration numbers been listed?
- DOCUMENTATION**
  - ✓ Have supporting letters/custody agreements been signed, translated (if necessary), and attached?
  - ✓ Have other documents such as medical or school reports been translated and attached to the BID report form?
  - ✓ If there is no documentation available, is it explained why not?



## Annex 5

### CHECKLIST FOR BID SUPERVISOR

- SETTING UP/ CONSOLIDATING THE BID PROCESS**
  - ✓ Establish a multi-functional BID panel;
  - ✓ Draft, amend or update all relevant Standard Operating Procedures;
  - ✓ Provide the BID team with adequate training on:
    - BID Guidelines
    - Data collection
    - How to interview children
    - Writing techniques;
  - ✓ Ensure that all members of the BID team sign the Code of Conduct and the Undertaking of Confidentiality;
  - ✓ Identify competent local or national authorities, inform them regularly about the BID process and involve them in the process, if possible;
  - ✓ Consult with all the NGOs working on child protection or child welfare issues in order to define roles and responsibilities in the BID process;
  - ✓ Identify how to inform the community about the BID purpose and process;
  - ✓ Determine how to prioritize cases.
- REVIEWING THE BID REPORT FORM (IF RELEVANT)**
  - ✓ Check if the child's bio data is correctly reported in the BID report form;
  - ✓ Check if the history of the separation/flight, or the assessment of abuse or neglect is clearly reported;
  - ✓ Check that all documents utilized to draft the recommendations are available and attached to the BID report form;
  - ✓ In case of resettlement for family reunification, ensure that the parents/relatives were contacted and interviewed;
  - ✓ Review if the recommendations proposed are consistent with the BID Guidelines.
- LIAISING WITH THE BID PANEL**
  - ✓ Submit the BID report forms with the related documentation to the panel with proper advance notice;
  - ✓ Act as reference point for the panel if more information or clarification on BID cases are required;
  - ✓ Receive decisions from the panel and monitor that the decision and any follow-up measures are implemented;
  - ✓ Ensure that the child and his or her parents or care-giver are informed in a timely manner about the decision.
- MAINTAINING RECORDS**
  - ✓ Create a read-only electronic copy of the BID report form;
  - ✓ Ensure secure filing of the BID report form and other relevant BID documents;
  - ✓ If the child departs for another country, ensure that a copy of the BID report form and other key documents, such as custody decisions, travel with him/her.
- RE-OPENING**
  - ✓ Monitor the possible need to reopen a BID decision and initiate the process if required.

## Annex 6

### FACTORS THAT DETERMINE A CHILD'S "BEST INTERESTS" CHECKLIST

All factors listed below are of relevance when determining which among the available options is in the child's best interests, including identifying the follow-up measures required. The weight of each factor inevitably varies according to the individual child. Advice on the difficult task of balancing these factors is provided in Chapter 3 of the Guidelines.

- VIEWS OF THE CHILD**
  - ✓ Child's wishes and feelings and were these obtained from the child directly?
  - ✓ The weight to be given to them, in light of the child's age and maturity;
  - ✓ Child's ability to comprehend and assess the implications of the various options.
  
- SAFE ENVIRONMENT**
  - ✓ Safety is normally a priority. Exposure or likely exposure to severe harm usually outweighs other factors. Consider:
    - safety in the geographical location/household under consideration
    - availability of life-saving medical treatment for sick children
    - past harm (frequency, patterns, trends)
    - ability to monitor
    - whether root causes of past harm still persist.
  
- FAMILY AND CLOSE RELATIONSHIPS**
  - a) General factors:
    - ✓ Quality and duration of the relationship and degree of attachment of the child to:
      - siblings
      - other family members
      - other adults or children in the cultural community
      - any potential care-giver;
    - ✓ Potential effect of separation from family or change in care-givers on the child;
    - ✓ Capacity of current and potential future care-givers to care for the child;
    - ✓ Views of persons close to the child, where relevant.
  - b) Factors specifically relevant to durable solutions for unaccompanied or separated children:
    - ✓ Possibility of family reunification (normally presumed to be in the best interests). Consider whether:
      - tracing has been initiated and its results
      - the efforts made to contact the parents/family directly
      - the family relationship to the child has been verified
      - the child and family member are willing to be reunited and, if not, reasons for any reluctance.

- c) Factors specifically relevant to temporary care arrangements:
- ✓ Retention of family and sibling relationships;
  - ✓ Prospects for care in a family setting;
  - ✓ Prospects of using community care systems (provided they are safe and effective).
- d) Factors specifically relevant to separation of a child from parents against their will (normally strongly discouraged):
- ✓ The views of both and the weight to be attached to them;
  - ✓ Quality of the relationship between the child and parents and likely effect of separation;
  - ✓ Capacity of parents to care for the child;
  - ✓ Capacity of extended family members to care for the child;
  - ✓ Considerations of proportionality in cases involving removal from family.  
Consider:
    - options for addressing problems in a less intrusive way
    - maintaining a minimal continuity of contact (e.g. under supervision)
    - separation for the shortest duration and early deadline for review;
  - ✓ Access rights.
- DEVELOPMENT AND IDENTITY NEEDS**
- ✓ The child's cultural and community network;
  - ✓ Continuity in the child's ethnic, religious, cultural and linguistic background;
  - ✓ Specific considerations based on age, sex, ability, and other characteristics of the child;
  - ✓ Particular physical or emotional needs;
  - ✓ Physical and mental health considerations;
  - ✓ Educational needs;
  - ✓ Prospects for successful transition to adulthood (employment, marriage, own family).

## Annex 7

### FAMILY REUNIFICATION CHECKLIST TO DETERMINE IF A BID IS REQUIRED

This checklist should be completed before facilitating family reunification. A BID, normally in its simplified form, is required if **any of the following statements applies** (please tick relevant boxes):

- The child is not registered with UNHCR and after all reasonable efforts, information gathered on the child and his or her family, remains insufficient to make an informed decision as to whether family reunification could lead to violations of the rights of the child.
- Doubts exist as to the legitimacy of the family relationship.
- Family members have provided false information about essential facts relating to the reunification (e.g. identity of family members).
- There are indications of past or current child abuse or neglect within the household that the child will join.
- The family member that the child will join lives in an environment (in detention, in an area affected by armed conflict or natural disaster, etc.) which is likely to expose the child to physical or emotional harm.
- The child has disclosed past abuse or neglect, or fears of future harm.
- Reunification will or is likely to expose the child to abuse or neglect.
- The family member that the child will join is not his or her father or mother.
- The child is reluctant to be reunited with the family member(s).
- The child and the family member that s/he is joining have never lived together, or have not lived together for a significant period.
- The reunification will result in the child being separated from a family member who is close to the child or with whom there has been a dependency, and/or could affect custodial rights or contact with a family member (see BID Guidelines, Section II.3).

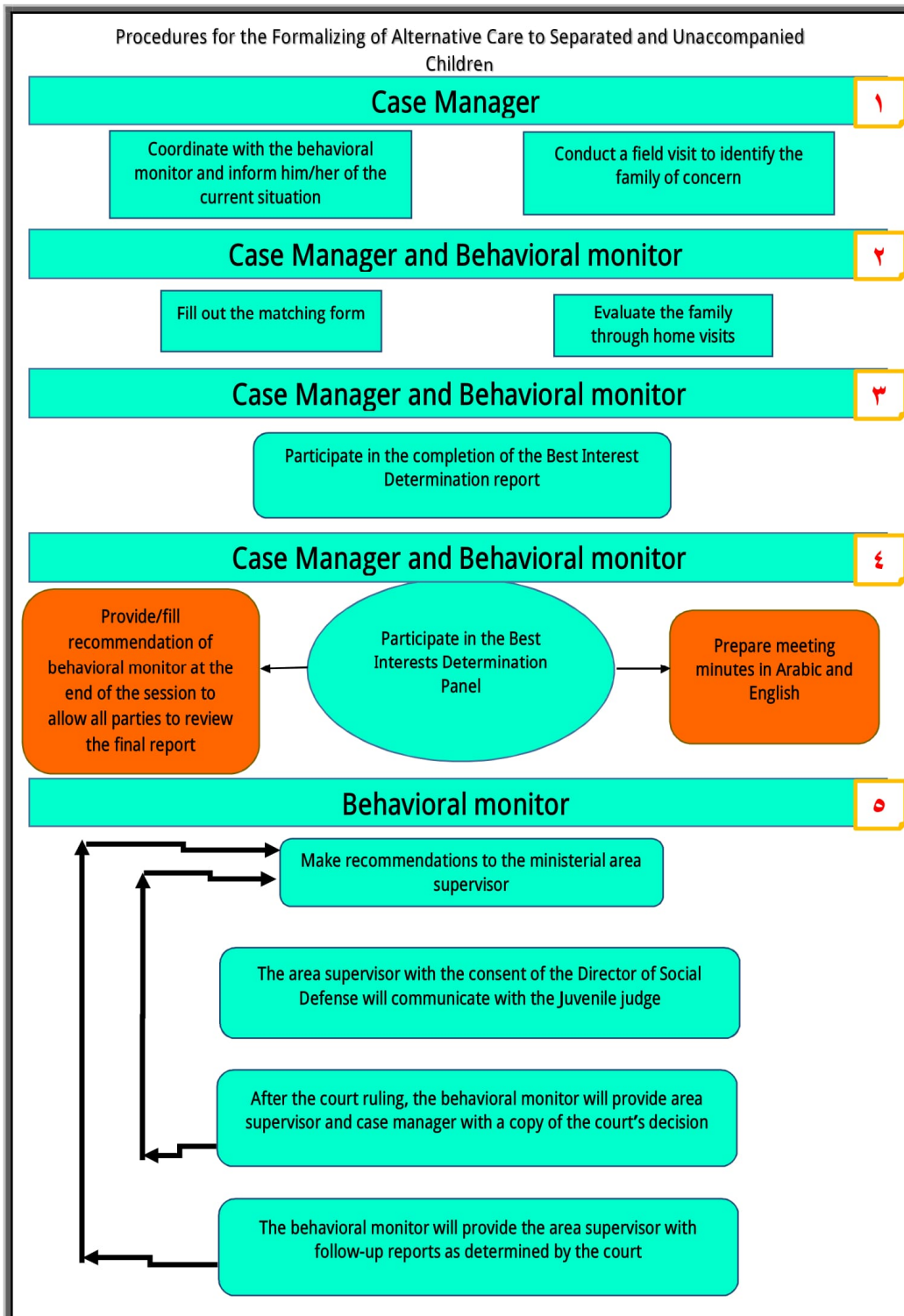
Checklist completed by: (Name & function)  
(Signature)

Date:

Reviewed by: (Name & function)  
(Signature)

Date:

## Annex 8



## Annex 9

### Foster Parent / Mentor Screening and Matching Form

#### SECTION 1: Background information to be completed when screening foster parents or mentors

Biographical data of foster parents/mentors	
<p><b>Full name of prospective foster father/mentor</b></p> <p>Name: _____ Father Name: _____</p> <p>Grandfather Name: _____ Family Name: _____</p> <p>UNHCR registration Number; MOI registration number: Age:</p>	
<p><b>Full name of prospective foster mother/mentor:</b></p> <p>Name: _____ Father Name: _____</p> <p>Grandfather Name: _____ Family Name: _____</p> <p>UNHCR registration Number (if different from above): / MOI registration number: Age:</p>	
<p><b>Family's Address:</b> Use the standard admin levels. If the family lives in more than one residence complete the other addresses over the page and indicate under each address who lives there from the above named family members:</p> <p>Admin Level 1: Admin Level 2: Admin Level 3: Admin Level 4: Admin Level 5:</p>	
<p><b>Telephone Number(s)</b> (number if more than 1):</p> <p><b>Name or owner of the Phone(s):</b></p>	
<p><b>Family Religion:</b></p>	<p><b>Family Region of Origin in Country of Origin:</b></p>
<p><b>Foster/Mentor Family: Adults living in the household:</b> List here the name, age, sex and relationship to head of household of any other adults living in the home (if more adults continue over the page):</p> <ol style="list-style-type: none"> <li>1.</li> <li>2.</li> <li>3.</li> <li>4.</li> <li>5.</li> </ol>	<p><b>Foster/Mentor Family: Children living in the household:</b> List here the name, age, sex and relationship to head of household of any other children living in the home (if more children continue over the page):</p> <ol style="list-style-type: none"> <li>1.</li> <li>2.</li> <li>3.</li> <li>4.</li> <li>5.</li> </ol>

<b>The Family's Preference for the Age and Sex of Child(ren) to be Fostered/Mentored:</b>	
<input type="checkbox"/> 0-5 boy <input type="checkbox"/> 0-5 girl <input type="checkbox"/> 6-12 boy <input type="checkbox"/> 6-12 girl <input type="checkbox"/> 13-17 boy <input type="checkbox"/> 13-17 girl	
<b>Is the family willing to take siblings?</b>	
If yes, please check the gender: <input type="checkbox"/> Willing to take boys <input type="checkbox"/> Willing to take girls <input type="checkbox"/> Both genders	
<b>Criteria relevant to both Foster Parents and Mentors</b>	
<b>Is the foster parent/mentor registered as a refugee?</b>	Yes <input type="checkbox"/> No <input type="checkbox"/> <i>If no explain why:</i>
<b>Is the foster parent/mentor living in a remote location (e.g. house far from key services such as health care, police and schools)?</b>	Yes <input type="checkbox"/> No <input type="checkbox"/> <i>If yes, give details:</i>
<b>Is the foster family/mentor planning to relocate?</b>	Yes <input type="checkbox"/> No <input type="checkbox"/> <i>If yes, explain when and where to:</i>
<b>Is the foster family/mentor planning to return to Country of Origin</b>	Yes <input type="checkbox"/> No <input type="checkbox"/> <i>If yes, do not enroll as Foster family/mentor</i>
<b>Are they willing to act as a Standby hosting family (to provide care on a same day / emergency basis for 3 weeks)?</b>	Yes <input type="checkbox"/> No <input type="checkbox"/> <i>Any comments:</i>
<b>Are they willing to provide longer-term care (more than 3 weeks)?</b>	Yes <input type="checkbox"/> No <input type="checkbox"/> <i>Any comments:</i>
<b>Is the foster family/mentor motivated to care for a child solely for humanitarian reasons without any expectation of material or other gain?</b>	Yes <input type="checkbox"/> No <input type="checkbox"/> <i>Any comments:</i>
<b>Is the foster family/mentor in a good health and emotional condition?</b>	Yes <input type="checkbox"/> No <input type="checkbox"/> <i>Summary of Assessment:</i>
<b>Do or did the foster family/mentor have children of their own?</b>	Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, explain: If no, explain how the foster family/mentor has developed skills in caring for children:
<b>Child care skills (to be completed for both foster families and mentors)</b>	
<b>Will the mentor/foster family provide for or support the child's schooling?</b>	Yes <input type="checkbox"/> No <input type="checkbox"/> <i>Summary of Assessment:</i>

Is the foster parent/mentor willing to engage and involve the child/children in matters affecting their lives?	Yes <input type="checkbox"/> No <input type="checkbox"/> <i>Summary of Assessment:</i>
Is the foster parent/mentor willing and able to support the child's social development such as play, participation in family and community activities, friends?	Yes <input type="checkbox"/> No <input type="checkbox"/> <i>Summary of Assessment:</i>
Is the foster parent/mentor willing and able to support the child emotionally e.g. through providing love, attention, reassurance, and support to deal with feelings?	Yes <input type="checkbox"/> No <input type="checkbox"/> <i>Summary of Assessment:</i>
Is the foster parent/mentor willing and able to help the child to be safe and secure e.g. disciplining without violence, helping child to learn how to stay safe, helping them if they experience violence or exploitation?	Yes <input type="checkbox"/> No <input type="checkbox"/> <i>Summary of Assessment:</i>
Is the foster parent/mentor able to provide or help the child access appropriate nutrition and health services?	Yes <input type="checkbox"/> No <input type="checkbox"/> <i>Summary of Assessment:</i>
Is the foster parent/mentor able to support the child developing life skills such as decision making, problem solving etc.?	Yes <input type="checkbox"/> No <input type="checkbox"/> <i>Summary of Assessment:</i>
Is the foster parent/mentor willing and able to help the child keep in touch with their family/parents?	Yes <input type="checkbox"/> No <input type="checkbox"/> <i>Summary of Assessment:</i>
<b>Conditions of Fostering/Mentoring (to be completed for both foster families and mentors)</b>	
Is the foster parent/mentor willing to inform case manager about any change in child's situation and or behavior?	Yes <input type="checkbox"/> No <input type="checkbox"/> If no explain why:
Is the foster parent willing to allow child to participate in child's Family Tracing and Reunification (FTR) process at all times, be prepared to provide care to child for as long as family of child is not yet reunified with their family (this might be short or long term)?	Yes <input type="checkbox"/> No <input type="checkbox"/> If no explain why:
Is the foster family / mentor willing to inform your organization before the change residence?	Yes <input type="checkbox"/> No <input type="checkbox"/> <i>Any comments:</i>
Have you informed the foster family / mentor that if the parents / caregiver or other relatives or people known to the family arrive they must inform your organization?	Yes <input type="checkbox"/> No <input type="checkbox"/> <i>Any comments:</i>



Does the foster family/mentor agree to have their placement reviewed and approved by the Jordanian social welfare and justice system	Yes <input type="checkbox"/> No <input type="checkbox"/> Any comments:
Did the family agree to release the child from their care if such people arrive or are found, following an assessment by your agency?	Yes <input type="checkbox"/> No <input type="checkbox"/> Explain (note special attention should be given to assessing the willingness of foster families/mentors to release children if they have been unable to have children, have been separated from or their own children have died);
<b>Criteria specific to Foster parents (complete if family/person is being considered as foster parent)</b>	
Is at least one of the foster parent 40 or under and both at least 25 years or older?	Within age bracket: <input type="checkbox"/> Not in age bracket: If not in age bracket give details and assessment of their capacity to be a foster parent:
Is the foster family able to support the child economically with the assistance available to this family and child?	Yes <input type="checkbox"/> No <input type="checkbox"/> Summary of Assessment:
Is the foster family willing to take care of children not their own without discrimination?	Yes <input type="checkbox"/> No <input type="checkbox"/> Summary of Assessment:
Do the foster family's living conditions suitable to welcome the child (home settings, access to water, sanitation and hygiene, etc.)?	Yes <input type="checkbox"/> No <input type="checkbox"/> Summary of Assessment:
<b>Criteria specific to Mentoring (complete if family/person is being considered as mentor)</b>	
Is the mentor between 25 and 65 years old?	Within age bracket: <input type="checkbox"/> Not in age bracket: If not in age bracket give details and assessment of their capacity to be a mentor:
Are they willing to act as a mentor?	Yes <input type="checkbox"/> No <input type="checkbox"/> Any comments:
Is the mentor able to help the child access their basic needs for shelter and financial support?	Yes <input type="checkbox"/> No <input type="checkbox"/> Summary of Assessment:
Are the mentors married couple or man who has or previously had children?	Yes <input type="checkbox"/> No <input type="checkbox"/> If no, do not authorize mentoring
<b>Reference Check</b>	

Does the foster parent / mentor have any current or past history of violence in the family?	Yes <input type="checkbox"/> No <input type="checkbox"/> <i>Comments:</i>
Is the foster parent / mentor respected and integrated into their community?	Yes <input type="checkbox"/> No <input type="checkbox"/> <i>Comments:</i>
Is there any known risks to the safety of the family e.g. due to interfamily conflict, involvement in illegal activities or the conflict in Syria?	Yes <input type="checkbox"/> No <input type="checkbox"/> <i>Summary of Assessment:</i>
Foster Parent / Mentor Guidance/Training Completed? If yes, date completed (DD/MM/YY): / /	Yes <input type="checkbox"/> No <input type="checkbox"/>
<b>Outcomes of Family Assessments</b>	
Do you recommend for this family or individual to be approved for fostering?	Yes <input type="checkbox"/> No <input type="checkbox"/> <i>Summary of Reasons:</i>
If family or individual is approved for fostering describe what types of children would be most suitable for this family/individual	
Do you recommend for this family or individual to be approved for mentoring?	Yes <input type="checkbox"/> No <input type="checkbox"/> <i>Summary of Reasons:</i>
If family or individual is approved for mentoring describe what types of children would be most suitable for this family/individual	
Completed By Name (Case Manager) / Code:	Date (DD/MM/YY): / /
Approved By Name (Case Manager's Supervisor)/ Code:	Date (DD/MM/YY): / /
Signature of Approving Staff:	Agency

## SECTION 2: MATCHING CRITERIA

This section should be completed when matching child and foster parent or mentor.

Name of child:

Name of foster family/mentor:

Criteria relevant to both Foster Parents and Mentors	
Is the foster parent/mentor of the same nationality as the child?	Same: <input type="checkbox"/> Different: <input type="checkbox"/> <i>If different, give foster parent nationality:</i>
Is the foster parent/mentor the same religion as the child?	Same <input type="checkbox"/> Different <input type="checkbox"/> <i>If of a different religion give details:</i>

Is the foster parent/mentor from the same tribe as the child?	Same <input type="checkbox"/> Different <input type="checkbox"/> <i>If different give details of the foster parent / mentor's tribe:</i>
Is the foster parent/mentor from similar socio-economic status as the child?	Same <input type="checkbox"/> Different <input type="checkbox"/> <i>If different give details of the foster parent / mentor' socio-economic status:</i>
Is the foster parent/mentor from the same region or close to the child's region of origin in the home country?	Child's Region of Origin: Family's Region of Origin:  <i>Comments on proximity between the two:</i>
Is the foster parent/mentor living in the same camp/governorate as the child in need of care?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Will the placement of the child given their age and gender be suitable given the religious or cultural beliefs of the foster parent/mentor?	Yes <input type="checkbox"/> No <input type="checkbox"/> Explain:
If the child has specific needs (e.g. disabled, survivor of violence), are the foster parents/mentor able to support the child and help them to access services?	Yes <input type="checkbox"/> No <input type="checkbox"/> Not relevant <input type="checkbox"/> Explain:
<b>Criteria relevant to Foster Parents</b>	
If the child is a girl, does the foster family consist of either a couple or woman who is or has been married?	Yes <input type="checkbox"/> No <input type="checkbox"/> Not relevant <input type="checkbox"/> If no explain how this would affect the placement:
If the child is an adolescent boy (13-17yrs) does the foster family consist of a couple (at least one of them 30 years old)?	Yes <input type="checkbox"/> No <input type="checkbox"/> Not relevant <input type="checkbox"/> If no explain how this would affect the placement:
If the child is below 5 years, is the foster family a couple or mother having children older than the child or in the same age?	Yes <input type="checkbox"/> No <input type="checkbox"/> Not relevant <input type="checkbox"/> If no explain how this would affect the placement:
If the foster mother is living without her husband, are the child(ren) female children or boys 12 or under?	Yes <input type="checkbox"/> No <input type="checkbox"/> Not relevant <input type="checkbox"/> If no explain how this would affect the placement:
If the foster father is living without his wife are the children being fostered boys?	Yes <input type="checkbox"/> No <input type="checkbox"/> Not relevant <input type="checkbox"/> If no explain how this would affect the placement:
If the foster parent living without their spouse, are the children being fostered a single child or up to two siblings?	Yes <input type="checkbox"/> No <input type="checkbox"/> Not relevant <input type="checkbox"/> If no explain how this would affect the placement:
<b>Criteria relevant to Mentoring</b>	
Is the child or children to be placed in mentoring boy aged 15-17?	Yes <input type="checkbox"/> No <input type="checkbox"/> If no, do not place in mentoring
Is the child being placed in group living with other adolescent boys under supervision of mentor?	Yes <input type="checkbox"/> No <input type="checkbox"/> Summarize:

Outcome of Matching	
Do you recommend that this child be placed in this foster family/mentor:	Yes <input type="checkbox"/> No <input type="checkbox"/> Summary of Reasons:
Completed By Names (Case Manager & Behavioral Monitor)	Date (DD/MM/YY): / /
Approved By Name Case Manager's Supervisor:	Date (DD/MM/YY): / /
Signature of Approving Staff:	Agency

## Annex 10

### Foster Parent / Mentor Reference Check

Foster Parent / Mentor Reference Check
<p><b>Full name of prospective foster parent / mentor:</b></p> <p>Name: _____ Father Name: _____</p> <p>Grandfather Name: _____ Family Name: _____</p> <p>Sex: Male <input type="checkbox"/> Female <input type="checkbox"/></p>
<p><b>Name / Code of staff completing the reference check:</b></p> <p><b>Agency of staff completing the reference check:</b></p>
Referee 1
<p><b>Full name of Referee 1</b></p> <p>Name: _____ Father Name: _____</p> <p>Grandfather Name: _____ Family Name: _____</p> <p>Sex: Male <input type="checkbox"/> Female <input type="checkbox"/> <b>Position in the Community:</b> _____</p>
<p><b>Referee Signature:</b> _____ <b>Date(DD/MM/YY):</b> / /</p>
<p><i>Describe what the referee says about the foster parent's character and how they meet the foster parent criteria:</i></p>
Referee 2
<p><b>Full name of Referee 1</b></p>

Name: _____ Father Name: _____	
Grandfather Name: _____ Family Name: _____	
Sex: Male <input type="checkbox"/> Female <input type="checkbox"/>	<b>Position in the Community:</b> _____
<b>Referee Signature:</b> _____	<b>Date(DD/MM/YY):</b> / /
<i>Describe what the referee says about the foster parent's character and how they meet the foster parent criteria:</i>	

## Annex 11

### Alternative Care Agreement

**Child's UNHCR Registration number /** \_\_\_\_\_  
**Or other number(CPIMS, MOI card or CPIMS):**

(full name of child) \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

(date of birth of child) DD\_\_\_/MM\_\_\_/YY\_\_\_ (sex of child) \_\_\_\_\_ Nationality

\_\_\_\_\_

If multiple children please complete for each child (if more than three children, attach Annex with names of other children):

---

**Child's UNHCR Registration number /**  
**Or other number(CPIMS, MOI card or CPIMS):**

(full name of child) \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

(date of birth of child) DD\_\_\_/MM\_\_\_/YY\_\_\_ (sex of child) \_\_\_\_\_ Nationality

---

**Child's UNHCR Registration number /**  
**Or other number(CPIMS, MOI card or CPIMS):**

(full name of child) \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

(date of birth of child) DD\_\_\_/MM\_\_\_/YY\_\_\_ (sex of child) \_\_\_\_\_ Nationality

\_\_\_\_\_ is/are

placed under the care of (name of

caregiver/s) \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ and (name of

second caregiver if two): \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

residing at: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_.

Caregivers UNHCR or MOI ID:

Caregivers phone number:

The placement took place on DD\_\_\_/MM\_\_\_/YY\_\_\_.

Name of the Organization:

Name of the case manager:

Name of the behavioral monitor designated to this case:

---

Name of Caregivers: \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_ and  
\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_ agree to:

1. Care for the child / children solely for the purposes of helping the child in the understanding that there will be no personal gain, financial or otherwise beyond what other families receive for caring for their own children
2. Provide the child with care and emotional support and help to integrate them in my family and surrounding community
3. Ensure that the child(ren) receive the necessary food, shelter, health care and other basic needs
4. Treat the child similar to any other children in the family  
Ensure the child is abused or exploit the child in any way in the family as protect the child for other kinds of violence, abuse or exploitation (e.g. child labor) as much as possible
5. Send the child to school (or to participate in community activities such as informal education and training if available if school is not an option)
6. Participate in available trainings or parenting sessions on child rights, childcare and development, care and protection of children. Learn about and respect relevant Jordanian laws related to children's rights (such as schooling, working).
7. Allow the child(ren) to be reunified with their family in the event that the parents and/or relatives come to reclaim them
8. Participate in and allow the case management agency to conduct follow-up and monitoring visits including individual interviews with all children placed in my care. These will reduce in frequency after the first 12 weeks or after the care plan is complete.
9. Participate in monthly foster parent / mentor meetings for the duration of the care arrangement up to two years after which the care arrangement will be reviewed.
10. Notify the Agency at least one month before any move to another location including change of residence
11. Inform the case management agency in case of any concerns (e.g. the child expressing a wish to leave the care arrangement, going missing, or any concerning changes in the child's behavior).
12. Be responsible to contact the Agency for guidance on the care and protection of the child should the need arise.
13. Facilitate wherever possible contact with parents and family members

Name of Child: \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_ agree to:

1. Respect the caregiver, other family and community members and views of the caregiver and any household rules
2. Be understanding and respectful of the other individuals that the home is shared with
3. Participate in family daily life and activities and help with family chores
4. Committing him/herself to the care plan that is agreed with the caregiver and social worker
5. Discuss with the caregiver future plans, wishes and daily concerns or issues to enable the caregiver to provide guidance effectively

6. Keep caregiver informed of their movements and daily activities and any other important developments
7. Inform the caregiver and/or the case worker if They are aware of any family's members arriving in Jordan or planning to arrive and if they wish to be reunited with them

Name of the Organization agreed to:

1. Ensure that the child is supported and family to access available services
2. Ensure that child is linked to the family in UNHCR registration in order for the family to access relevant services that hosting an additional child/children entitles them to
3. Ensuring that the child is provided with any relevant non-food items that they are entitled to as a refugee before or at the time of the placement
4. Undertake follow-up visits on a regular basis and be available to provide advice to the caregivers as and when needed through the following contact :  
  
\_\_\_\_\_
5. (If relevant): Keep the family informed of progress made to trace the parents and other close family members of the child(ren) , support contact and where appropriate facilitate reunification
6. Have the right to inform or to collaborate with the relevant authorities if there is evidence / report of mistreatment
7. Decision about the child(ren)'s placement will be made by both the caregiver and child as well as the Agency and Government of Jordan following the recommendation of the Best Interests Determination Panel and outlined in the child's care plan. The child(ren)'s wishes must be heard and wherever possible taken into account.
8. Facilitate contact with parents or other family members

This agreement is **NOT** an permanent placement agreement, but only a temporary placement agreement to ensure proper family-based care for the child(ren), while tracing efforts for the family or child protection case management continue. The agreement should be subject to review in the face of future major developments / changes. This agreement is in recognition and appreciation of all the care and support given to the child(ren) by the caregiver(s), both previously and in the future.

<b>Signature of caregiver(s):</b>		<b>Date (DD/MM/YY)</b>			
<b>Signature of caregiver(s):</b>		<b>Date (DD/MM/YY)</b>			
<b>Signature of child:</b>		<b>Date (DD/MM/YY)</b>			





Name of Case Manager: \_\_\_\_\_

Name of Supervisor: \_\_\_\_\_

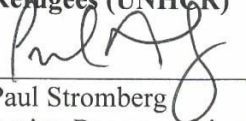
Organization UNHCR / JRF/ NHF / IMC / IRC

Signature of Approving Supervisor: \_\_\_\_\_

Date (DD/MM/YY) \_\_\_\_/\_\_\_\_/\_\_\_\_

**SIGNATORIES OF THE SOPs**

**United Nations High Commissioner for Refugees (UNHCR)**



Paul Stromberg  
Acting Representative  
UNHCR Jordan  
Date: 9/10/16

**United Nations Children's Fund (UNICEF)**



Robert Jenkins  
Representative  
UNICEF Jordan  
Date:

FA

