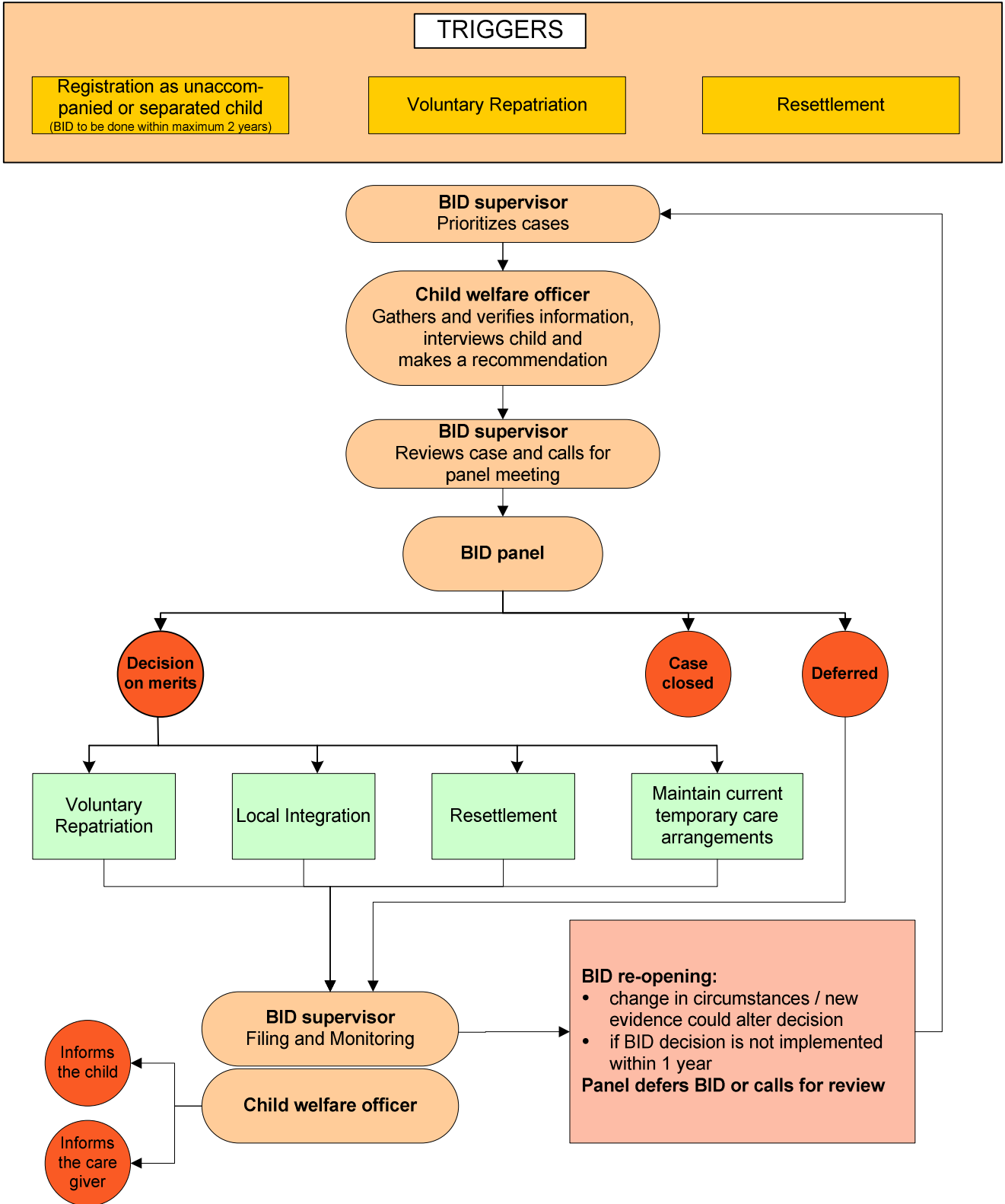
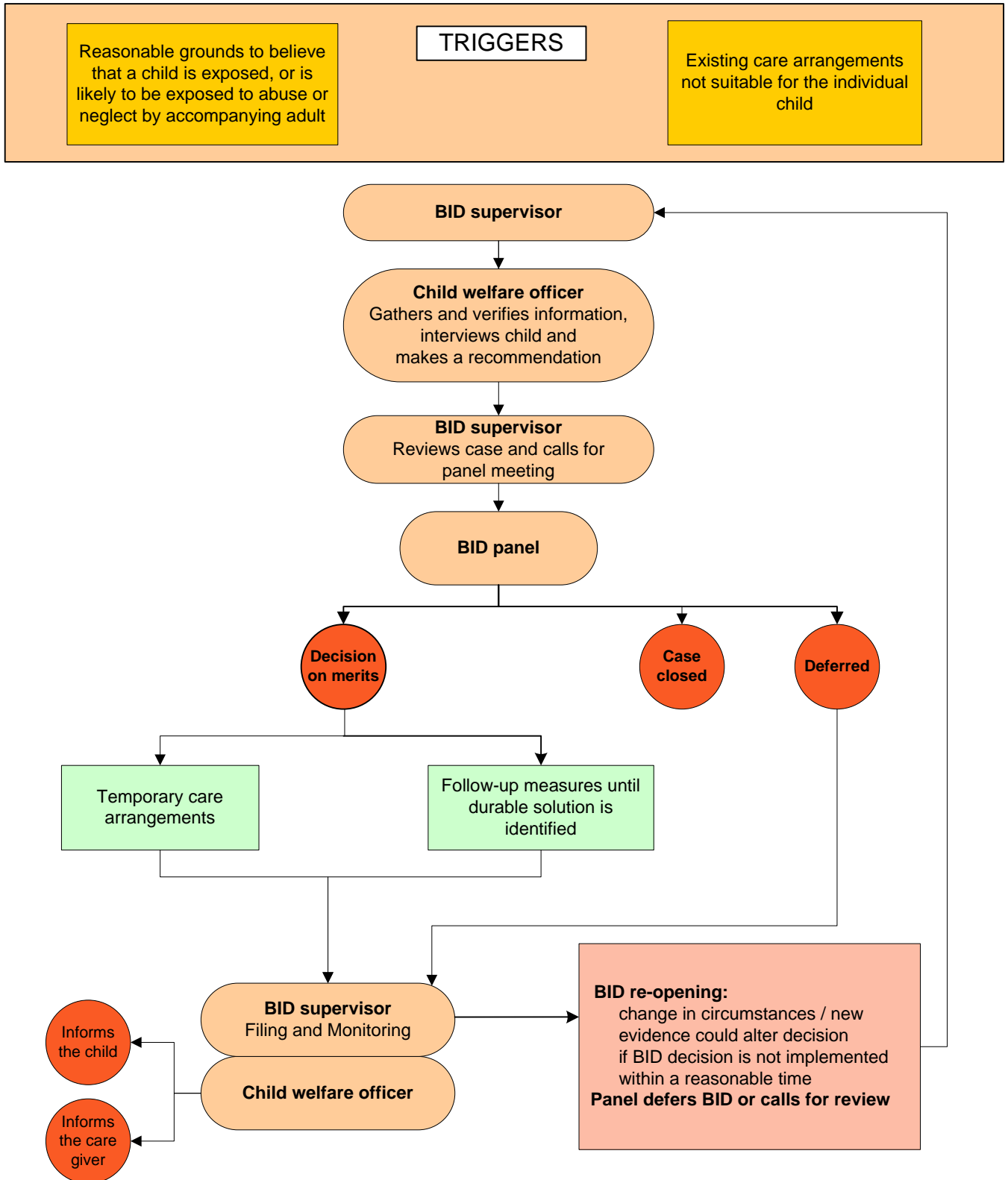


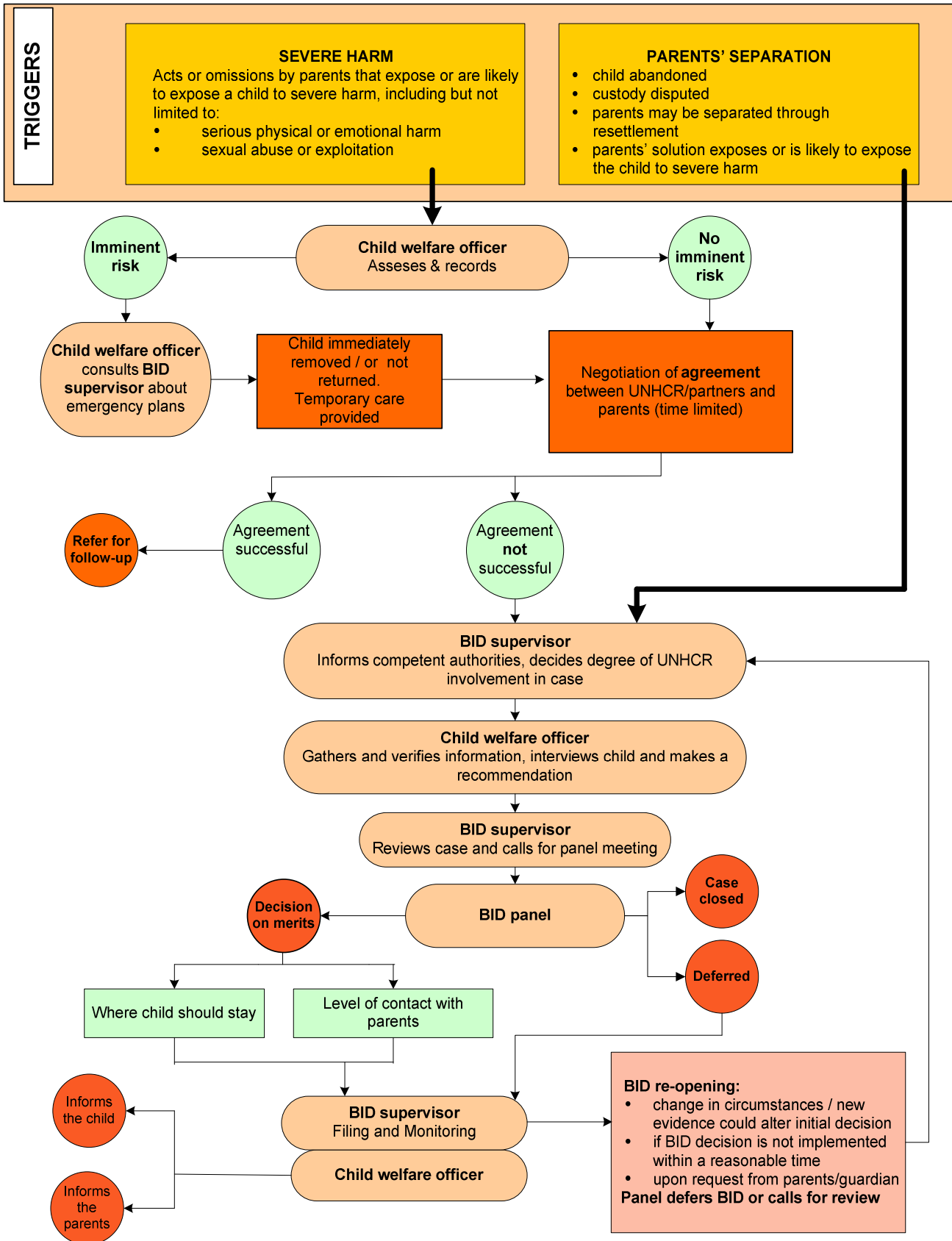
**BID for durable solutions for unaccompanied and separated refugee children**



**BID for temporary care arrangements for unaccompanied and separated children in exceptional situations**



**BID including emergency procedures for possible separation of a child from parents against their will, in the absence of responsible national authorities**



**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 or, 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 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).

Remarks:

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

Date:

Reviewed by: (Name & function)  
(Signature)

Date:

**UNITED NATIONS**  
HIGH COMMISSIONER  
FOR REFUGEES



**NATIONS UNIES**  
HAUT COMMISSARIAT  
POUR LES RÉFUGIÉS

**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 7

### **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?

## 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 9

### 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).