CHECKLIST FOR CHILD PROTECTION CASEWORKER

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?