Standard Operating Procedures on:

SEPARATED, UNACCOMPANIED AND MISSING CHILDREN IN DISASTERS

Guidelines and Framework for Action

NDMA - Gender and Child Cell
Prime Minister's Office Premises
July, 2014

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ABBREVIATIONS

AJK	Azad Jammu and Kashmir
BR	Birth Registration
CCWD	Commission for Child Welfare and Development
CERD	Centre for Excellence in Resource Development (NGO)
CNIC	Computerized National Identity Cards
CM	Chief Minister
CPWB	Child Protection and Welfare Bureau
CPU	Child Protection Unit
CRC	Convention on the Rights of the Child (UN)
IDPs	Internally Displaced Persons
IMS	Information Management System
GCC	Gender and Child Cell (NDMA)
KP	Khyber Pakhtunkhwa
NDMA	National Disaster Management Authority
NGOs	Non-Governmental Organizations
PCPC	Police Centre for Protection of Children
PDMA	Provincial Disaster Management Authority
SDMA	State Disaster Management Authority
SOPs	Standard Operating Procedures
SWD	Social Welfare Department

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Important Definitions

Child: According to article 1 of the UN Convention on Rights of the Child 1989): 'A child is anyone below the age of 18 years unless, under the (national) law applicable to the child, majority is attained earlier.' This refers to both girls and boys.

Child Protection: Child Protection is the measures and structures to prevent and respond to abuse, neglect, exploitation and violence affecting children and the promotion of their psychosocial wellbeing. It requires a multi-disciplinary and multi-sectoral approach including governments, multilateral agencies, donors, communities, care givers, and families as well as a close partnership with children. Child protection also aims to strengthen the capacity of all these actors to protect children and to develop effective and responsive systems and mechanisms.

Separated Child: Separated children are those, separated from both parents, or from their previous legal or customary primary care-giver, but not necessarily from other relatives. These may, therefore, include children accompanied by other adult family members.[1]

Unaccompanied Child: Unaccompanied children are those who are separated from both parents and are not being cared for by an adult who, by law or custom, is responsible to do so.[2]

Orphan: Orphans are children, both of whose parents are known to be dead. In some countries, however, a child who has lost one parent is called an orphan.

Missing Child: A child registered as separated or unaccompanied but remains classified as missing until identified and reunified by parents/kin. A list of missing children is generated from reports by caregivers of their children whose whereabouts is unknown during a disaster. The child may have died, been abducted, or received by an agency/individual for temporary protection.

[1] http://www.unicef.org/protection/IAG_UASCs.pdf
[2] http://www.unicef.org/protection/IAG_UASCs.pdf

1. Introduction / Background

In all emergencies, children are at risk of being separated from their families. Having lost the protection of parents or guardians during such a time, these children are more likely to experience abuse, neglect, exploitation and violence and hence this increases their level of vulnerability. Emergencies often cause breakdown in social structures and protective mechanisms normally provided by the State, the community, and the family. The State, as the main duty-bearer, thus has the overall responsibility to ensure a properly guided Standard Operating Procedure (SOP) to protect and promote the best interest of children during and after disasters. Therefore, the formulation of appropriate Standards/Guidelines has a vital significance in order to carry out the plan of action in a respectful, progressive, careful and professional manner.

The overall response to emergencies in Pakistan does not have a child protection focus and therefore requires specialized inputs. This is essential in view of the complexities and magnitude of child protection violations in Pakistan. Disasters not only increase the pre-existing vulnerability of children but subject more children to abusive and exploitative situations. Hence child protection interventions are imperative in all phases of disasters i.e. relief, recovery and rehabilitation, and require special attention.

Disaster Management, due to its complex nature and varied impacts, requires multiple actions towards the same output. For this purpose coordination in the efforts and certain levels of standards is crucial for achieving maximized results. It is important that all actions for disaster management be coordinated with the relevant government authorities. Dialogue and coordination mechanisms need to start in the early phases of the emergency, and be maintained throughout the process. Even for the relief and rescue workers, including the Army involved in evacuation, require maintaining minimum CP standards for operating in the field.

The National Disaster Management Authority (NDMA) is the lead agency at the Federal level responsible to deal with the entire spectrum of disaster management nationwide. It is the executive arm of the National Disaster Management Commission (NDMC), which works under the Chairmanship of the Prime Minister as the lead agency for policy making and coordination. In the event of a disaster all stakeholders, including Government Ministries, Institutions, Armed Forces, I/NGOs, and UN Agencies work through NDMA in a coordinated manner.

NDMA's vision (NDMP 2012-2022)

"To achieve sustainable social, economic and environmental development in Pakistan through reducing risks and vulnerabilities, particularly those of the poor and marginalized groups in the country, and to enhance country's ability to manage all disasters (floods, earthquakes, tsunamis, droughts, landslides, sediment disasters, avalanches, GLOFs, cyclones with storm surges etc.) using a comprehensive national approach.

The devastating floods of 2010 resulted in the largest mass displacement in Pakistan's history, with 11 million displaced persons. The rains brought flooding to as much as a fifth of Pakistan's national territory, which affected more than 10 per cent of the country's population of 181 million and the death of 1,700 people. Fifty per cent of those affected were women. One of the major realizations emerging from the 2010 floods was that women and children face particular challenges and that disaster response mechanisms are not equipped to deal with these challenges. Similarly other vulnerable groups like older persons and persons with disabilities also require special care, to which relief workers are not sensitized.

This realization prompted NDMA to establish a separate section within its premises, the Gender and Child Cell, to focus on the needs of vulnerable groups in disasters both at policy and operational levels. GCC's major responsibilities include providing guidance on new and existing policies and plans, and strengthening institutional mechanisms to respond to the needs of vulnerable groups.

Gender and Child Cell Vision:

Gender and Child Cell of NDMA is mandated to ensure that the needs and concerns of vulnerable groups_ gender, children, older persons and persons with disabilities are addressed in all phases and all types of disasters."

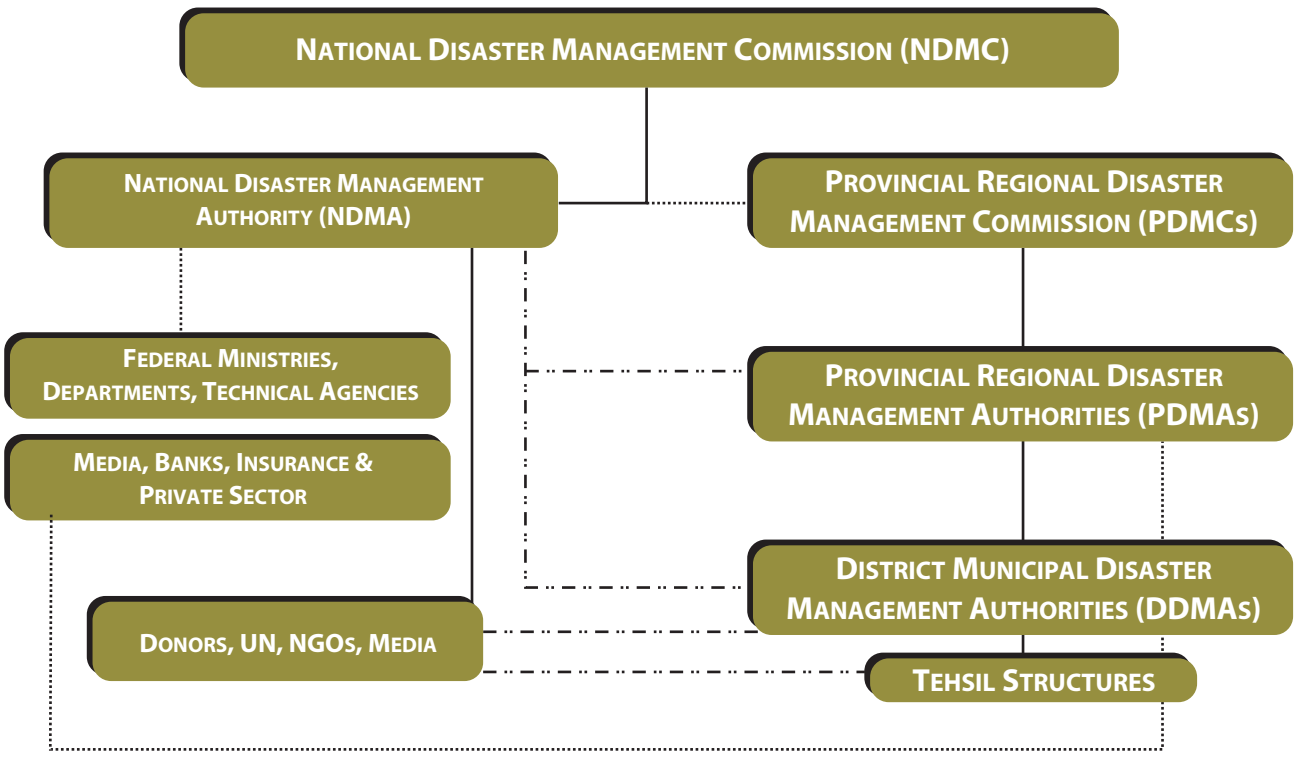


Fig source: NDMA Online website - The present structure for Disaster Risk Management in Pakistan

2. Overall Guiding Principles

Family unity: According to the principle of family unity (or integrity of the family) all children have the right to a family, and families have a responsibility to care for their children. Unaccompanied and separated children must be provided with services aimed at reuniting them with their parents or primary legal or customary caregivers as quickly as possible. If large numbers of children are separated from their parents or other relatives in an emergency situation, priority should be given to the most vulnerable, whether accompanied or unaccompanied, taking into account that the latter are likely to be more vulnerable.

Best interests of the child: This principle constitutes the basic standard for guiding decisions and actions taken to help children, whether by national or international organizations, courts of law, administrative authorities, or legislative bodies. The Inter-agency Guiding Principles on unaccompanied and missing children should be taken into account when determining the best interests of the child in a given situation.

Child's opinion: A child's opinion should be listened to and given due weight in relation to the child's age and maturity. Children must be kept informed about plans being made for them. This includes decisions about placement and care, tracing and reunification. Programs should actively engage children in responding to and prevention of separation issues in disasters

Do-no-harm: Care has to be given while dealing with children in emergencies in order to ensure that no harm is done to their physiological and psychological being. The explanation of graphic disaster details without inspiring hope can be dangerous for their personality. There is a fine line between showing children accurate depictions of reality along with useful information to teach or protect, and sharing too-explicit or graphic information which inadvertently harms or further traumatizes them.

Non-discrimination: One of the basic tenets of international humanitarian law is that the protection and guarantees it lays down must be granted to all without discrimination. Thus all four Geneva Conventions and both Additional Protocols provide that the "specific categories of person they protect must be treated humanely and without adverse distinction founded on sex." The Convention on the Rights of the Child (CRC) reinforces this key principle and states that girls have additional, specific needs which have to be taken into account in programming for their care and protection.

Psychosocial support: Psychosocial support is the process of meeting a person's emotional, social, mental and spiritual needs. All of these are essential elements of positive human development. Psychosocial support is needed by all children. It promotes their psychological and emotional wellbeing and helps to build resilience in children. Nevertheless, children are resilient, but when faced with extreme adversity and trauma, they and their families can and do need extra support.

Psychosocial support builds internal and external resources for children and their families to be able to understand and deal with adverse events.[3]

Special needs of girls: The special needs of girls must be taken into account throughout the times of crises, conflict and their aftermath as well as man-made or natural disasters. They are more vulnerable to sexual abuse and exploitation as well as facing a higher risk of negligence when it comes to protection and aid. Appropriate responses must be developed at all stages of programming. As an example, consider the Security Council Resolution 1261 (1999) on children and armed conflict, which urges all parties to armed conflicts to take special measures to protect children, in particular girls.[4]

[3] http://www.ovcsupport.net/s/index.php?i=59
[4] http://www.unicef.org/protection/IAG_UASCs.pdf

3. Before the Emergency – Prevention and Preservation

There are a number of pre-emptive activities that can be taken before an emergency strikes in order to minimize separation of children from their families, even in extreme emergencies. Relevant authorities can be approached as well as other concerned parties in order to reduce the risk of separation and preserve the family unit under the difficult circumstances of displacement.

The roles of authorities responsible for preventing accidental and deliberate separation and promoting reunification must be based on an understanding of the causes of separation. In this regard, the list of measures for the prevention of separations includes[5]:

- Awareness raising amongst governments, staff of local and international NGOs, religious groups and communities, especially women, since they are the primary care-givers in emergencies about the importance of preserving the family unit for the child's benefit;
- Families in emergency prone areas need to be made aware of the importance of keeping the family together during an emergency and to decide a meeting point in the case they get separated;
- Parents and school teachers can teach children their name and place of origin as well as a mobile number of their parent(s) or a close relative;
- Encourage the issuing of name tags with Date of Birth for small children. Ensure that parents and community members realize the importance of the name tags and that the children carry them;
- Deliberate separations can be prevented by ensuring that all households have access to basic relief supplies and other services, including education;
- Organizations must ensure that their actions do not encourage family separations, when e.g. parents entrust their children to institutions or organizations hoping they will be better cared for with them. All sector-services must ensure that their services do not cause or are indirectly contributing to cause family separation;
- Support overall coordination and implementation of appropriate procedures and policies;
- Organizing and conducting first-aid trainings for the community in order to enable them in life saving skills; and
- Establishing early warning system and forming volunteer committees within relevant departments and organizations to be trained on rescue services. Revival of girl guides and boy scouts in schools at all levels, where children are sensitized and trained for self-help, where necessary.

During Evacuation

Children and other vulnerable people including females, older persons and persons with disabilities etc. should be evacuated from their place of residence together with adult family members. Evacuating children without family members should be kept as the last resort, carried out only after

[5] Inter-agency Guiding Principles on Unaccompanied and Separated Children; (Inter-agency Working Group on Unaccompanied and Separated Children: ICRC, IRC, SCUK, UNICEF, UNHCR and WVI); Jan 2004.

it has been carefully determined that protection and assistance cannot be provided in place and that evacuation of the entire family is not feasible or practically possible[6].

Encourage families to keep identification documentations with them. Families should be asked whether they are caring for children other than their own, have children who are separated from their families, know of families who have missing children or know of children who are separated from their parents etc.

The concerned authorities at the point of origin should have appropriate knowledge on child protection issues and identification of the respective children for their special protection needs.

[6] http://www.unicef.org/protection/IAG_UASCs.pdf

4. Identification of Separated and Unaccompanied Children

All SWDs/CPUs, NGOs and other child protection staff working in displacement sites should be involved in the process of community mobilisation around child protection issues. Helplines such as 1121 / 1122 should immediately be functionalised and information regarding separated or unaccompanied children should be disseminated to the community or other self-made services managed by the community and such a mechanism should be interlinked with the district management. It can be anticipated, with the above steps in place, that the community members themselves will be able to identify separated and unaccompanied children and other children in need of protection, as particularly vulnerable and requiring special attention within the community. It must be kept in mind that it is very important to build a rapport with the community from the beginning so that identification of these children is done by the community itself because being community members they are considered to be in the best position to do so.

Children who should be considered as separated or unaccompanied are:

- Children separated before the emergency;
- Children living in spontaneous care arrangements with unrelated adults;
- Children living together with other related or unrelated children;
- Children living on the streets; and
- Unaccompanied children living in hospitals who are ready to leave.

Caseworkers and other mobilisation facilitators should help the community to identify appropriate and feasible solutions for these children, such as identification and monitoring, support for family tracing and reunification, and community support to address their care and protection needs. It may then be possible to identify community members and networks who can identify these children living amongst them and who can identify and refer children who are newly separated.

Organisations like Edhi Foundation have been rendering a valuable support to this cause, it is important therefore to involve them in coordination mechanisms developed to address the issues of child protection in disasters.

To that effect, things to keep in mind for protection of the separated and unaccompanied children are:

- Contact the camp manager and ensure that the camp management has registered such children in-line with camp management registration procedures;
- Organise emergency care in the community with a designated care provider, if required;
- Contact the agency responsible for FTR[7] to evaluate the child's situation and then start tracing the family as well as provide mediation and/or referrals to different types of support services, as necessary; and

[7] Family Tracing and Reunification

- Contact the agency responsible for child care and protection to organise an assessment of the child's living situation and coping mechanisms as quickly as possible.

Separated and unaccompanied children often know each other and should be asked whether they know of other children who are in the same situation as they are. These children however are not capable of identifying themselves, since they would not be carrying their Birth Certificate with them. In emergencies, where time is of the essence, identification documents are often left behind, even by adults. Unfortunately it is not a common practice in Pakistan to provide children in areas prone to disaster with name tags.

Therefore, keeping in view the aforementioned realities, as a first step; children who have been separated from their families or other care-givers must be identified. If a child's identity is not known, the relevant authorities should take appropriate measures to ascertain it.

Steps for establishing a child's identity:

- Capacity of staff at point of origin needs to be improved in order for him/her to be able to interview children and members of the community appropriately and gather the relevant data needed to identify the child;
- Interview a separated child in a child-friendly, quiet place by trained staff. Make the child feel as secure and safe as possible;
- Whenever possible, take photographs of the child and his/her belongings as part of the registration and documentation process, as soon as possible after the child's separation from his/her family;
- Use a standardized Reporting Format (Annex I: Separated / Unaccompanied Child Reporting Form);
- Keep all information confidential; and
- Use a Central Database for verification of the child's identity (through the birth register) and update it regularly. The verification process needs to be fast in order to shorten the time of the child being separated from its relatives. Early assessment must be completed in order to establish the extent of family separation and the situation.

4.1 Registration and Documentation:

At the point of origin, i.e. first contact with the separated / unaccompanied child (NGO, Police, Social Welfare Department staff/CPU's, Dar-ul-Aman staff, etc.) a Separated / Unaccompanied Child Reporting Form (SRF), *as provided in Annex I* should always be filled in with maximum possible details to facilitate tracing of relativess or for family reunification.

During the registration process, unaccompanied and separated children should be registered individually keeping accountability / responsibility factor in mind, but cross-referenced to the family they are staying with. Local authorities and field offices should keep a registry wherever a separated and unaccompanied child is identified.

A large number of children in Pakistan have no Birth Certificate or any other documentation. In emergencies, it is very difficult to register those children and later on trace their families. It is therefore highly recommended to register all relevant information in the Separated / Unaccompanied Child Reporting Form (SRF) and later on to feed all information to a central database accessible for all stakeholders.

Registration:

Each identified child should be registered with key personal data i.e. full name, date and place of birth, father's name and mother's name, former address and present location. This information is collected for the purpose of establishing the identity of the child, for protection and to facilitate tracing. The child's identity, including nationality as well as the identity of his or her family must be recorded and preserved through uniform registration formats. Organizations caring for separated children must seek to obtain the documentation needed to record children's identity and affiliation, if known[8].

Verification of Birth Certificate and Emergency Documentation:

Although the Convention on the Rights of the Child calls for all children to be registered "immediately after birth," However, in Pakistan majority of births go unregistered. Many children are registered later in life, such as when they enrol in schools. This leaves many children without proper birth registration at the time they are separated from their family. If a child's identity is not known, the relevant authorities should take appropriate measures to ascertain it. A new identity should be established only as a last resort and after all other steps to ascertain the child's identity have been exhausted.

4.2 Documentation and Data Management:

A central database for uniformly recording the cases of separated and unaccompanied children should be established where all the cases can be recorded with the whole background information and tracked. It should have provision for updating data from the district level. NADRA is already working at all levels with swift registration centres. Linkage should be developed with NADRA for the times of crisis and community should be sensitized on the importance of documentation and registration with national database.

Beyond registration, a more thorough documentation and data management of each unaccompanied child is required in order to establish the child's personal history and individual needs and to begin tracing for the family. Legal responsibility for unaccompanied children rests with the government. An unaccompanied child should have a legal guardian with respect to involvement in any legal proceedings and to advocate for the child's interests or to make decisions on behalf of the child in other situations.

[8] http://www.unicef.org/protection/IAG_UASCs.pdf

The Reporting Form *(Annex-I)* should be forwarded to the following organizations:

- NADRA or NDMA shall register all information in the Central Database and share information with other stakeholders
- A copy shall be forwarded to respective R/PDMAs
- A copy shall be forwarded to Social Welfare Department (SWD)
- A copy shall stay with District Coordination Officer (DCO)
- If NGO fills out the form, it should also keep a copy
- A copy should be shared with the institution where interim care is being provided

Online Data Management:

As mentioned earlier there is no central database available in Pakistan for uniformly recording cases of separated and unaccompanied children. There is an urgent need for establishing a central database with a provision for uploading data from the district level. It is recommended that NDMA should take the lead role in this regard. The database initiated by Punjab PDMA can be a good starting point for this.

KP-CPWC database can be interlinked with PDMA for the purpose of utilizing the objective. User ID should be provided separately for each department /organization in order to have centralized data base at the provincial level.

4.3 Referral System:

It can be defined as a network of all the public sector, private sector and non-profit organizations working for the protection and provision of the rights of the children affected by the emergency and disaster to which the child can be referred for different services.

Currently, in most of provinces a sound referral system for referring the child for different services does not exist due to lack of coordination among different stakeholders. This often results in wastage of resources and duplication of information. There are some NGOs working on the issues of missing children that have established resilient referral networks of service providers throughout the country.

These networks need to be studied and used for the case management of separated, unaccompanied and missing children.

Steps for referral system management:

- Establish Referral and Reporting System- A list of referral partners of different stakeholders (SWD/CPU's, NGOs and other community level services) should be in the hands of the Social Welfare Department. An updated contact list and the MoUs should be organized and made available on line;
- Ensure that all duty bearers understand their responsibility and role. A clear MoU and guidelines should be developed and signed by all stakeholders;

- All cases of reported abuse, neglect and violence against children must be referred immediately to Social Welfare Department /CPU for immediate action;
- Disseminate the reporting system widely to the community, including children, to ensure that the children are aware of their rights;
- Remove the child from the unsafe places- all protection services should collaborate and coordinate with medical institutions, police and justice departments and the child protection unit of the Social Welfare Department; and
- Ensure referral meetings take place on a quarterly basis as well as emergency/need basis to discuss case load, reflect on effectiveness of system and change where appropriate.

Follow Up and Monitoring:

Follow-up refers to a range of activities for children and their families to facilitate their reintegration. These activities may include social and economic support and psycho-social counselling. Follow-up is usually required for family reunification. In the case of other forms of placement, such as a foster family or adoption, follow-up is also necessary. In this regard, the orders of the Court/competent authorities must be duly considered.

4.4 Guidelines for Care of Separated Children under the Age of 5 Years:

All children are entitled to protection and care under a broad range of national, regional and international instruments, including the United Nations Convention on the Rights of the Child. Caring for separated children under the age of five is different from caring for older children since they are even less able to express personal views and preferences than older children who might be able to read, write and be able to identify themselves and their relatives.

In an emergency the following steps for the children under the age of five should be activated at the point of origin:

- Find families willing to care for babies and children who are separated from their own families. The assistance of community leaders, religious leaders, women's associations, community health volunteers and others would be supportive keeping in view the court and competent authority;
- Involve community members in decision making from the beginning. One way to do is to help to create a Child Welfare Protection Committee, comprised of key community members, religious leaders, teachers, social workers and parents. Child Welfare Committees can develop the standards of care for separated children and the criteria for foster families and then monitor the care of separated children in foster families; and
- Determine if there is any problem of abuse or neglect and the care arrangement is adequate before deciding to move a baby child to the foster family. In all cases, required special care must be provided and monitored regularly by the concerned department/ organisation and the court and competent authority should be regularly updated.

5. Interim Care

In all arrangements for the care of children, the child's opinions about its placement and care should be listened to and given "due weight." (CRC, Art. 12).

5.1 Temporary Care Arrangements:

Interim Care: If it is not possible to immediately identify or reunite the child with the family, it becomes imperative to identify interim care measures. All efforts should be made to identify a family based care option, such as relatives, foster care-givers, or other members of the community and should be based on the child's best interest. Only if it has not been possible to identify a family based option, should residential care such as, an interim care centre be considered. Children who cannot be reunited with their families within this time frame should have a 12 week placement review to determine if they should continue to remain with their current care-givers or if they should be moved to a more suitable placement. Care arrangements must leave open the possibility of family reunion.

The number of institutions with the capacity to provide interim care of separated and unaccompanied children is very limited throughout the country. Most of the existing institutions are permanent care institutions, that are not geared towards providing interim care and do not have the protocols and guidelines available for this purpose *(List of such institutions in the country is attached as Annex II)*.

NOTE: Selection of Caregivers

- Family based Care centre should be the priority in selecting the interim care facilities.
- It should be culturally appropriate
- It should be approved and certified by the Local Authority /Social Welfare Department
- It should be organized around the needs of the children

5.2 Key Principles for Placement of Unaccompanied Children in Interim Care:

- Place children in small groups. The child feels more secure and is easier to care for.
- Always place siblings together; also children who know each other, friends and children from the same geographical area should be put in the same group where possible.
- Make sure each child is registered, with a separate file; a copy of the unaccompanied child's file should always travel with the child.
- Immediately notify the local authorities and the community of the child and keep in touch for follow-ups.
- Try to prevent long-term institutionalization, the faster the child is reunited with its family, the less traumatized he/she will be.

- Ensure that child protection standards are met. Take specific care of the needs of girl children and of children with disabilities.
- All children have to be supervised by appropriate staff at all times, especially the small ones. Make sure that the procedures in the care facility are transparent and accountable.
- Create and enforce national minimum quality standards through certification of the alternative care facilities.
- Regular inspection, monitoring and reporting should be made mandatory.
- Take legal actions against unregistered or unauthorized care providers.

NOTE: Alternative care

Alternative care is a form of care that involves a child living with a family other than his/her parents is often a care placement lasting more than 12 weeks. Suitable longer term care provision includes foster care, kinship care, small group home, supported child or peer headed households or independent living.

5.3 Foster Care:

While tracing the parents, a child should be placed with a family which would ideally be willing to take care of the child. It must also be ensured that the foster family thereof would also be willing to give the child back to the parents if they are located. Secure and organized fostering arrangements are necessary if the family cannot be traced immediately. Close monitoring of the family based care facilities and regular information on how family tracing efforts are proceeding should be carried out.

Steps to ensure while deciding for foster care:

- Ensure that any placement of children with families other than their own is consistent with traditional child-care practices (CRC, Art. 20.3);
- Ensure that each unaccompanied child has a continuous care-giver and who meets the developmental needs of the child; and
- As for children living with families other than their own, where an unaccompanied child is living with someone other than a relative, the relationship should be respected if the child's needs are being met.

As with all unaccompanied children, those living with other families should still be identified and documented, and the quality of their care arrangements should be assessed and monitored. This process must be done carefully so as not to disrupt the care relationship or encourage care-taker families to abandon or hide the presence of such children.

5.4 Guidelines for Group Care:

Where family placements are not possible, small group care within the community can be arranged. This should normally be only an interim measure, especially for younger children. Social Welfare

Department has the responsibility to carry out a proper assessment before placing children in group care. Mature children supervised by adults from their own culture may be placed in group care facilities.

If an adolescent is taking responsibility for his or her younger siblings, group care may be an alternative for a limited period of time. Regular monitoring should be done to identify any violation of CRC and support should be given to the adolescent to be able to appropriately care for the minors. Institutional placements, such as orphanages, should be avoided and the creation of orphanages should be discouraged.

5.5 Placement of Separated Children in Family Based Care:

Guardianship should be used in administrative or judicial proceedings wherever the system exists to support it, as it provides an important safeguard for ensuring that children's rights and best interests are upheld. In large-scale disasters, where it will be difficult to establish guardianship arrangements, the rights and best interests of separated children must be safeguarded and promoted by organizations working on behalf of these children.

Most separated children do have parents or other family members willing and able to care for them and with effective tracing they can be found. For the best interests of the separated child a family based interim care should be the first priority until the tracing of the parents has been completed.

5.6 Follow- up and Monitoring of Interim Care:

- Monitoring should be done regularly and reports must be submitted to SWD/CPU's. Budget shall be allocated for the said monitoring and follow up purpose.
- A special Reporting Form for follow up should be incorporated and checklist for monitoring should be used along with action plan.
- The child should be referred for his/her wellbeing, which will be in his/her best interest and order of the courts / competent authority in this regard should be followed.
- The trained social worker should be made accountable for monitoring the overall situation and services provided by the care givers.
- Any kind of abuse, neglect or threat related to child welfare observed during or after monitoring must be reported and referred to relevant authorities to provide prompt actions.

6. FAMILY TRACING

Tracing is the process of searching for family members or primary legal or customary care-givers. The term also refers to the search for children whose parents are looking for them. The objective of tracing is reunification with parents or other close relatives. Family tracing and reunification have been emphasized and promoted as the most important durable solution for unaccompanied and separated children by all UN-agencies and the National Government.

The process of tracing and reunification of the children identified as separated and unaccompanied in different provinces in Pakistan has so far been carried out in an informal way and does not follow uniform guidelines. NGOs tend to use informal means to trace families. In certain cases the district administration has been involved in the process but the tracing is mostly done through links to the community. There are no set guidelines available for NGOs and other stakeholders for reunification and so NGOs follow their own procedures *(Tracing and Reunification Flow Chart attached as Annex-III)*. These include: written statements by parents, copy of ID cards and photos of the reunification.

6.1 Tracing Families:

- Verification must always be carried out. It is a built-in protection for the tracing system. It checks that the person claiming the custody of child is, in reality, who they claim to be.
- It can also be used to confirm that the relatives are willing and able to take the child and that the child wishes to be reunited with these relatives.
- Mobilize the resources at the local Point of Origin. District Coordination Officer (DCO) should coordinate the tracing process and ensure that involvement of NGOs and CBOs in tracing follow a prescribed guideline and reporting system.
- Social Welfare Department should be involved in the tracing and family reunification process. After the reunification and closing of the case, the information must be fed into the database.
- Local police should be involved in tracing families. Police networks throughout the country should be able to easily facilitate the tracing process.
- In emergency situations the Military and other rescue workers can be involved in tracing and reunification.
- Community leaders, local mosques can also be instrumental in tracing process. But all tracing initiatives should be recorded and coordinated with the DCO and SWD.
- Confidentiality of information should be strictly maintained.
- Plan and develop long-term solutions for children whose families are not traced despite all efforts.

6.2 Tracing a Missing Child:

One of the findings observed during the field monitoring visits was that the issue of missing children is on a large scale and not just during times of emergency. In 2010, in Karachi alone 3029 cases of missing children were reported to police. According to an NGO named ROSHNI the number of missing children during the early stages of the emergency was quite high due to the lack of coordination and capacity of the workers to deal with the issue.

The issue of missing children finds little acknowledgment in Pakistan despite the fact that it is a serious and growing problem. This is partly because of the lack of understanding regarding missing children and their documentation in the relevant departments, which leads to little to no information flow on this issue.[9]

In case of children missing during emergencies the following steps need to be taken:

- Lodging an FIR with the local police station
- Meeting of the coordination committee
- Information to the police stations of the adjacent areas
- Information to and activation of the network of partners
- Information to the management of camps
- Printing of leaflets containing information and if possible photographs of the child and widespread displays of posters and leaflets in camps, police stations and bus stations

[9] http://roshnihelpline.org/

7. Family Reunification

Reunification is the process of bringing together the child and family or previous care-provider for the purpose of establishing or re-establishing long-term care.[10]

The separation of children from their families is often traumatic and can have long lasting consequences in a child's grooming and well-being. In order to minimize further distress resulting from a period of prolonged separation, it is important that family reunification occurs with the least possible delay. Expedited procedures are particularly necessary to reunify separated children with their parents or surviving adult relatives to avoid emotional harm caused by separation.

7.1 Steps in Reunification:

Step 1 Proof of Claim: It should be mandatory to verify any kind of proof/evidence such as family photographs or any other adequate documents (Birth Certificate or Identification document) of the claimant.

Step 2 Photo identification by the child: The child must be involved in the reunification process and the "best interest of the child" principles must be the guideline for reunification. If any photograph is available, the child should be allowed to identify the family members and reconfirm the relationships with the claimer.

Step 3 Community verification: Verify the claimer's relationships with the child. The local community members, local police station should be involved before any reunification takes place to ensure the security of the child.

Step 4 The consent of the child is of vital importance in preparation of family reunification.

Step 5 In some cases, an assessment of the family situation should be conducted before reunification takes place.

Step 6 Upon positive verification of the claimant and consent of the child, handing over by the child should be done in presence of DCO or Social Welfare officer or Police authority.

Step 7 Handing-over document should be signed on closure of the case.

7.2 Steps for Follow-up after Family Reunification:

Once the child is reunified the responsibility returns to the family and to a certain extent to the community to ensure the welfare of the child.

- Almost all children after reunification need special psycho-social support (due to traumas, distress of separation and other disorders). They should be monitored by the Social Welfare Department or a community level mechanism (NGO may be given approval on behalf of SWD to follow-up, monitor the case and report). The family should report regularly to Social Welfare Officer in the local community.
- A child with special needs that were identified before the reunification needs special support due to his/ her disability and should be monitored and supported regularly. If necessary a

[10] http://www.unicef.org/protection/IAG_UASCs.pdf

referral to other relevant service providers in consent with the parents is to be carried out.

- All follow-up and monitoring should be done by trained a social worker or NGO worker who has comprehensive knowledge on CP, although regular visits as general support to the family, linking it with community support is helpful.
- All monitoring should be recorded and fed into a data system.
- If required, material support can be given to the family in order to avoid further separation or traumatizing the child: through support with some basic needs like food support, school fees and some economic assistance.

NOTE: Follow-up and Monitoring

Currently, in the provinces there is no established mechanism for the follow up and monitoring of cases where children were reunified with their parents. NGOs working in field indicated that lack of human resources and capacities are the main reasons for the irregularity of follow up and monitoring of cases. Since all reunifications are done in an informal way without legal and proper involvement of SWD or any other government official in the districts, there is no follow up and monitoring from the government side either for these cases. NGOs do follow up, but it is an informal process and there are no official formats available to record the findings. Most follow up is carried out via phone and is limited to a few questions to the child about his or her wellbeing.

8. Alternative Long-term Arrangements

The best long-term solution for an unaccompanied child should be made based on best interest of the individual child and depend on the specific merits of any particular case. The determination should follow the procedure below:

- Assessments and decisions on a long-term solution for unaccompanied children must be taken by Social Welfare Department (SWD) including experienced child welfare personnel. Cases must be thoroughly assessed on an individual basis.
- The procedure should permit the effective participation of the child and, as with status determination, arrangements be made for him or her to be represented.
- Where possible, the views of the parents or who are replacing parents should be obtained.
- Case histories and documentation on unaccompanied children are to be shared by organizations assisting them. Ensure that as much information as possible is provided about family, relatives and friends to enhance tracing efforts.
- In each case, a minor's evolving mental maturity must be determined in the light of the personal, family and cultural background (CRC art. 12). Qualified child welfare workers should be involved in the process of interviewing unaccompanied children.

8.1 Referral of Children into Residential Care:

This should be done as a last resort, even as an interim care solution and should be done based on the following criteria:

- The child has a disability or health issue that requires specialised care that is not available in the community, but is available in a centre.
- A child needs care on a temporary basis pending reunification or the identification of alternative care and no other interim care options are available.
- A child needs a secure environment that cannot be guaranteed through other forms of alternative care.

Referral to a Safe House: Girls and boys who have been exposed to or are at risk of abuse and exploitation and whose security cannot be guaranteed through alternative care options, may be referred to a safe house.

NOTE: Placement Needs Categorisation

When determining whether a child should be referred to residential care, the caseworker should categorise their need as urgent (high risk) or standard, and consider what other interim care options may be suitable and available. The caseworker should coordinate with the SWD to identify a suitable placement.

9. Summary - Case Management:

Case management will be coordinated through the provincially developed and endorsed 'action charts' for Unaccompanied and Separated Children *(consolidated version attached as Annex IV)*. Each stakeholder will follow the 'steps', and adhere to the 'actions/activities' outlined in the charts. Steps include coordinated reporting and monitoring (facilitated by the Child Protection working group or cluster if activated, and relevant DDMAs, R/PDMAs and NDMA), and case management (led by the Social Welfare Department).

These provincial action charts are working documents and will be updated biannually by PDMA (in coordination with GCC NDMA and the child protection working group or cluster) in order to reflect up- to date Government structures, stakeholders, and focal points within respective agencies.

The following chart shows the different steps to be taken for case management of separated and unaccompanied children during the emergencies: it provides frameworks for dealing with both separated and unaccompanied children as the requirements of both are different. Whereas unaccompanied children need a full range of services, the separated children may only require monitoring and follow up.

1. Identifying and Reporting

- Child identified by DDMAs, SWD, NGO, Police, community member etc.
- Reporting form filled and SWD immediately notified
- SWD Caseworker assigned to interview child and complete registration
- Database maintained by SWD with weekly updates to DDMA and PDMA on status of all registered children

2. Interim Care

- If separated (i.e. accompanied), assessment and ongoing monitoring of existing arrangement
- If UAC, seek family based care (using CP committees and community mechanisms) with interim facilities as emergency option

3. Family Tracing

- Child meets definition of separated or UAM, is registered and tracing begins
- Tracing by SWD in coordination with DDMAs and PDMA (missing persons registrar), police and specialzed agencies
- Verification
- SWD makes referrals to other services (medical, legal, PSS)

4. Family Reunification

- Reunification
- Follow Up

5. Alternative Long term Arrangements

- Long term care plan made

Follow ups in all cases: interim, long-term, family, foster or institutional care, etc.

Additional Information: The Inter-Agency Working Group on Unaccompanied and Separated Children (UASC) has developed a registration form for UASC Children (and other vulnerable children) in emergencies. The package includes a rapid and extended standard registration form for recording key information relating to separated children, as well as a brief guidance note on how to use these forms. All the organisations, NDMA and R/PDMAs involved in programming for UASC may refer to these forms as they are now standardized at global level and based on best practices. It may require contexualisation at national level to make it specific to Pakistan. (Inter Agency Working Group UASC Children Registration Form and Guidance Note attached as Annex-V).

ANNEXURES

ANNEX I: SEPARATED / UNACCOMPANIED CHILD REPORTING FORM

To be filled-in at the point of origin: Original submitted immediately to DDMA,SWD/CPU; one copy to relevant PDMA; one copy to be kept by the reporting organization

Separated, Unaccompanied and Missing Children in Emergencies: Guidelines and Framework of Action

Status of Child:

☐ Missing ☐ Runaway ☐ Un-accompanied ☐ Separated

Give a little detail:

Initials:

Tick relevant Identified by(individual/Organization staff/department staff name)
Mention name of individual/department staff/ organization staff as well:

_____

Date and Place identified: _____
Name of the accompanied person, if any:_____
Relationship with the accompanied person:_____
Holding Name tags / Arms band (during evaluation) if any:_____

If it is a disaster scenario, please mention the type of disaster:

☐Flood ☐Earthquake ☐Bomb Blast ☐Shelling ☐Armed Conflict ☐Mine Blast
☐If Other (mention name)_____

Any other related documents/Local Police Report Information(attached all the legal relevant document such as undertaking, FIR, medical report etc):

Case No. _____**Date of Filing Report:** _____**Police Officer:**_____
Police Station Address:_____
Police Station Contact No._____

Child's Particulars:

Name of the Child:_____ Nick Name: _____
Sex (Male/Female): _____ Age: _____ Date of Birth:_____
Birth Certificate (Yes/No):_____ Tribe: _____ Religion:_____
Disability(Yes/No):_____ , if yes, Indicate:_____

Family Particulars:

Father's Name:_____ Is the father alive? (Yes/No):_____
Mother's Name: _____ Is the mother alive? (Yes/No):_____
Name any other guardian, if any:_____
Relationship with child:_____

Permanent Address:

Name of Village:_____ District: _____
Province:_____ Local Police station:_____

Present Address:

Name of Village:_____ District: _____
Province:_____ Local Police station:_____

اقرارنامہ

میں ..... بحیثیت والد/والدہ/سرپرست بچہ/بچی جسکا نام ..... ہے یہ اقرار کرتا/کرتی ہوں کہ جو معلومات میں نے اس بچے/بچی کے متعلق چائلڈ پروٹیکشن یونٹ ..... کے عملے کو فراہم کی ہیں۔ وہ بالکل درست ہیں۔ غلط معلومات کی فراہمی یا دھوکہ دہی کی صورت میں متعلقہ ادارہ میرے خلاف قانونی چارہ جوئی کا مجاز ہوگا۔

نام ..... والد/والدہ/سرپرست دستخط/انگوٹھا: .....

کارڈ / پاسپورٹ / کمپیوٹرائزڈ شناختی کارڈ نمبر: .....

Note:

- Valid copy of CNIC / Passport / Card of parent/guardian shall be attached and shall be duly reconciled with the original.

For office use only			
I hereby solemnly declare that all the information given by me about this child is correct to the best of my knowledge.			
Name of Assessor		Approved by	CPO
Designation		Name	
Signature		Signature	

A **separated** child is person under the age of 18, separated from both parents, or from his/her pervious legal or customary primary care giver, but not necessarily from other relatives. An **unaccompanied** child is any person who is under the age of 18, separated from both parents, or from his/her previous legal or customary primary care giver and also his/her relatives. An **orphan** is a child is who is under the age of 18 and whose mother, father or both parents have died.

If the child does not remember his/her address, please note other relevant information, such as descriptions of mosques, schools and other landmarks.

Child Handover / Transfer

Is the child being physically handed over to SWD at the time of reporting? Yes/No

To whom is the child being handed over to (name, title):_____

Name and title staff reporting: _____

Date and signature:_____

Name, title and agency of person receiving child: _____

Date and signature:_____

اقرارنامہ

میں ---------- بحیثیت والد/والدہ/سرپرست بچہ/بچی جسکا نام ---------- ہے یہ اقرار کرتا/کرتی ہوں کہ جو معلومات میں نے اس بچے/بچی کے متعلق چائلڈ پروٹیکشن یونٹ ---------- کے عملے کو فراہم کی ہیں۔ وہ بالکل درست ہیں۔ غلط معلومات کی فراہمی یا دھوکہ دہی کی صورت میں متعلقہ ادارہ میرے خلاف قانونی چارہ جوئی کا مجاز ہوگا۔

نام ---------- والد/والدہ/سرپرست دستخط/انگوٹھا: ----------

کارڈ / پاسپورٹ / کمپیوٹرائزڈ شناختی کارڈ نمبر: ----------

Note:

- Valid copy of CNIC / Passport / Card of parent/guardian shall be attached and shall be duly reconciled with the original.

The declaration is compulsory to be filled for each and every child

For office use only			
I hereby solemnly declare that all the information given by me about this child is correct to the best of my knowledge.			
Name of Assessor		Approved by	CPO
Designation		Name	
Signature		Signature	

Annex-II: List of Institutions for Providing Interim Care in Pakistan

Balochistan

Sr. No	Name of Institutions	Number	Locations
01	SOS Village	1	Quetta
02	Darul Aman	1	Quetta
03	PCPC (Police Child Protection Center)	1	Quetta

Sindh

Sr. No	Name of Institutions	Number	Locations
01	SOS Village	1	Karachi
02	Darul Atfal (for boys)	2	Karachi - Hyderabad
03	Darul Banat (for girls)	2	Karachi - Hyderabad
04	Darul Aman	4	All Divisional headquarters
05	Edhi Centre (Apna ghar)	7	Karachi

Khyber Pakhtunkhwa

Sr. No	Name of Institutions	Number	Locations
01	Welfare Homes for Destitute Children (SWD)	5	Peshawar, Kohat, Abbottabad, Bannu an D.I. Khan
02	Darul Aman	4	Swat, Mardan, Abbottabad, D.I. Khan
03	Darul Kafalah (For beggars)	1	Peshawar
04	Child Protection Bureau Interim Shelter (Only for boys(name is change to CPI and exist only at Peshawar for 75 male and 25 female children	5	Peshawar, Swabi, Mardan, Swat, Buner
06	Akhpal Kaur (Orphanage)	1	Mingora, Malakand
08	Rehabilitation Centre (Dost Foundation)	1	Peshawar

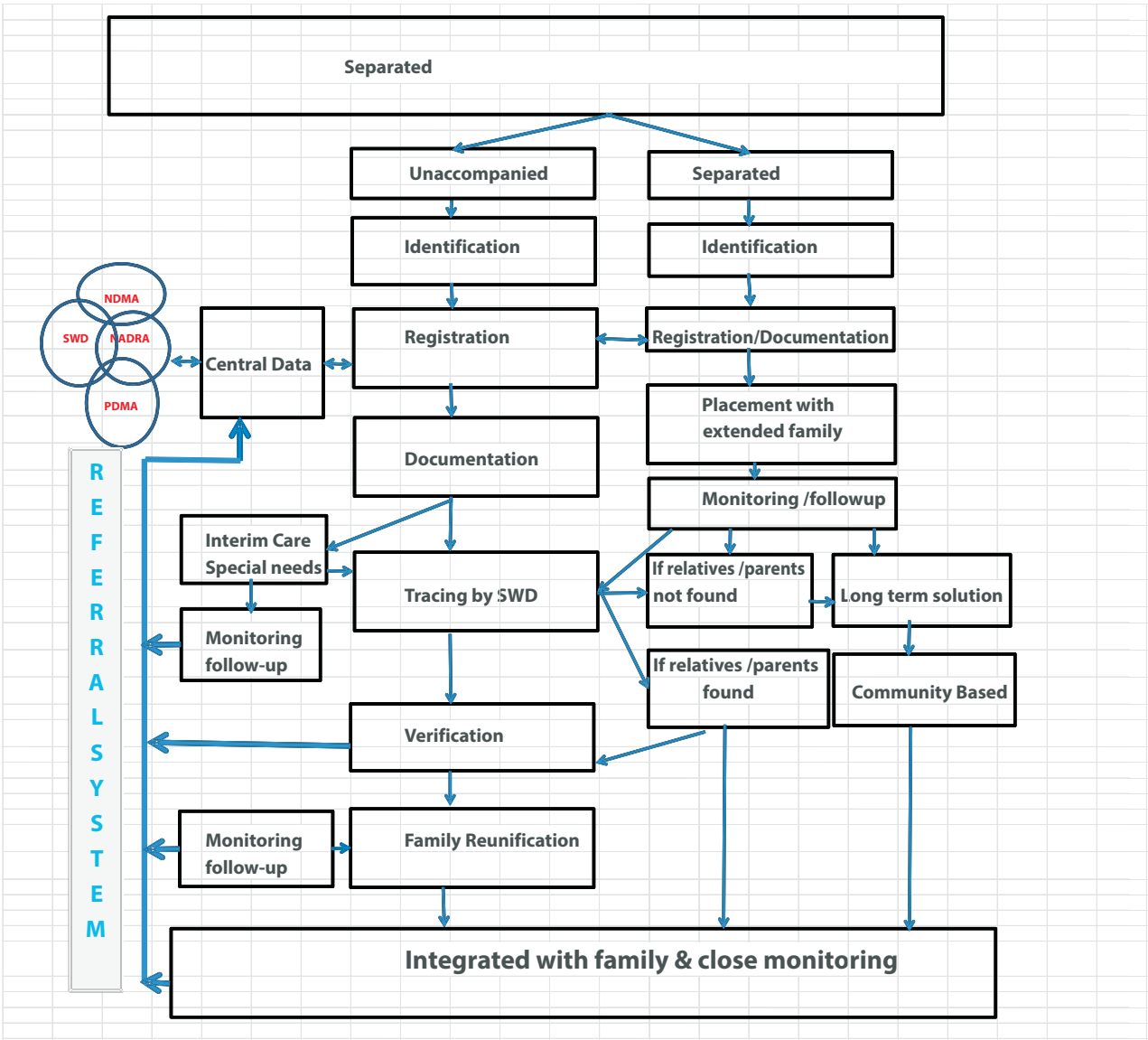
Punjab

Sr. No	Name of Institutions	Number	Locations
01	Nigheban (Transit Shelter homes for lost and kidnapped children	8	8 districts
02	Gehwara (abandoned baby homes)	3	Lahore, Multan and Rawalpindi
03	Children homes (Age limit 7-18)	3	Lahore, Bahawalpur, Rawalpindi
04	Kashana (for girls above age of 6)	3	Sargodha, Lahore, Rawalpindi
05	Chaman (Children with mental disability)	1	Lahore
06	Nasheman (Children with physical disability)	1	Lahore
07	Child Protection Units	7	
08	Child Protection and Welfare Bureau	6	Lahore, Multan
09	Edhi Centres	2	Lahore Multan
10	SOS Village		Lahore

AJK

Sr. No	Name of Institutions	Number	Locations
01	Social Welfare Complex (Interim care for Separated and unaccompanied children	1	Muzaffarabad
02	Sweet Homes (only for orphan children below the age of six)	1	Muzaffarabad
03	Kashana (permanent home for girls)	7	Muzaffarabad, Bagh, Rawlakot, Sidhnoti, Kotli, Mirpur, Bhimber
04	Neelam Special Education Centre (for children with disabilities)	1	Muzaffarabad

ANNEX-III: TRACING AND REUNIFICATION FLOW CHART



Consolidated Action Plan Matrix for Addressing Issue of Separated, Unaccompanied and Missing Children in Disasters

Developed by Sindh, Balochistan, Punjab and Khyber Pakhtunkhwa in Oct 2011

(To be updated regularly by all the provinces)

STEP #	ACTIONS / ACTIVITIES	ACTORS	DOCUMENTATION / TOOLS	TIME FRAME
	COORDINATED REPORTING AND MONITORING (Child Protection WG / Sub-Cluster)			
Step 1 – Campaigning and messaging.	- Develop context specific messages to broadcast / disseminate, using most appropriate mechanisms. Messages depend on the audience. DCOs will have more detailed messages- but standard messages for people who have been displaced need to be short, simple and with easy to follow information/ directions. - Explain and share messages with all provincial and district emergency coordinating bodies. KP Regular refresher trainings need to be organized so that people know the procedures to be followed in an emergency.[1] - Child Protection Sub Cluster and other actors to pass information to displaced communities on the need to provide information on separated and missing children. - Provincial Standing Committees on Disaster Management to be activated and involved in passing messages through provinces. - DC designated hubs in IDP Camps and affected community, facilitated by focal persons to pass information to displaced communities on the need to	- CP Sub Cluster - SWD - Actors in camps / communities - Provincial Standing Committees - Mosques - PDMAs/DDMAs - PTA - Information department. - Child Protection and Welfare Bureau - Rescue 1122 (Community Safety Officers) - Civil Society - CPU (7) Multan, Muzaffargarh, D.G. Khan, Layyah, Mianwali, Rajanpur and Rahim Yar Khan (Punjab) - Humanitarian community - Community leaders - Religious leaders	- Messages - Posters - Radio spots (generic spots already available in Urdu and Sindhi) Leaflets - Newspapers - Local cable TV - Mosque announcements - Helpline & Data base (Balochistan) - Cable Networks - Interactive theatre - 1122 Community Awareness campaign (e.g., schools, colleges , universities, madrassas, industrial areas etc) - Have standard recorded messages, tape recorders and loud speakers to	Sindh: - Pre and during emergency Balochistan: - A month before monsoon season. - During evacuation. - Immediate in emergency and continued activities. Punjab: - July to October - Throughout the year (Jan-Dec) KP: - Most of this is mitigation and preparedness and early warning. - Emphasis on mitigation - Used extensively during the

[1]Province specific actions have been highlighted.

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STEP #	ACTIONS / ACTIVITIES	ACTORS	DOCUMENTATION / TOOLS	TIME FRAME
	provide information on separated and missing children with special focus on children with disabilities. (Balochistan). - Address district specific issues and priorities through timely consultation. - Regular mapping of CP actors at district level for overall child protection concerns and in disasters. - Compose generic messages that reach out to the vulnerable population: Women, elderly, people with special needs, children.	- DCOs/ - TMAs - Child Protection Unit KP (Swat, Buner, Peshawar, Mardan, Swabi, Mansehra, Abbottabad, Charsadda, Kohat) - Child Protection Institute - CBOs - Media,(messages should be in pictorial form media should be properly trained to report it responsibly - Police - Rescue 1122/ 1121 - GCC	disseminate key messages in all local gather points, , messages at - SMS messaging in Urdu	emergency resource mapping, warning of expected epidemics. - Emphasis should be on strengthening the community at regular intervals.
Step 2 – Reporting on separated children.	- SWD & CP Sub Cluster to provide NGOs/CBOs/Police/Social Welfare/Dar-ul-Aman/UN agencies/Army and Rangers with Standard Reporting Form (SRF) *Annex I)* for identification to facilitate tracing or family reunification at a later stage. - First contact agency to report immediately to SWD or Child Protection Unit. - Capacity building of stake holders and service providers at all levels for filling of forms and data management.	- CP Sub Cluster - SWD & helpline 1121 - Rescue 15 /Police & helplines - Camp coordinators - Army & Rangers - Girl guides & Boy scouts - Pakistan Red Crescent Society - DC	- Reporting form - Under Five Form - Punjab: PDMA Online Database (with an exclusive option of unaccompanied children)	- Sindh: Reporting within 12 hours of identification or before nightfall - Availability of (SRF) Forms with SWD before emergency situation, Report should be generated within 24 hours of emergency and timing of

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STEP #	ACTIONS / ACTIVITIES	ACTORS	DOCUMENTATION / TOOLS	TIME FRAME
	- PDMAs to translate Standard Reporting form and guidelines in local languages. - Strengthen and expand helpline services of CPUs to all districts. Ensure that this information is disseminated to all other relevant stakeholders. - Constant monitoring of helpline accessibility. - Establish appropriate monitoring mechanism. - Secretary Union Council should be the focal point.	- DPO (Disabled police organization) - PDMAs DDMA/ DCOs - TMA - ICRC - GCC - Community involvement * - Museleha committees (KP) - UC secretaries acting as UC focals.(KP) - CPWB - Edhi - Institutions (welfare homes, Kashana,dar-ul-amanetc) (Punjab) - Community Safety Officer (1122) (Punjab)		identification till needed.

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STEP #	ACTIONS / ACTIVITIES	ACTORS	DOCUMENTATION / TOOLS	TIME FRAME
Step 3 - documentation / data base (information management).	- Agencies to maintain list of children reported to Social Welfare Dept and share with CP Sub-Cluster lead/s (UNICEF & SWD or PDMA) in sub-cluster meeting. - Respective SWDs to maintain database of all reported cases and update all related actions (through Child Protection Units in - Sindh: Hyderabad, Sukkur and Karachi with support of UNICEF to maintain database of all reported cases and update all related actions - Punjab: Lahore, Gujranwala, Narowal, Sialkot, Rawalpindi, DG Khan, Sargodha, Bahawalpur with support of UNICEF) to maintain database of all reported cases and update all related actions and Child protection welfare bureau in Lahore, Sialkot, Gujranwala, Rawalpindi, - KP: Peshawar, Charsadda, Abbottabad, Mardan, Swat, Buner, Swabi, Kohat) . - Review functionality and accuracy of SWD database, with technical support of relevant agencies. Sindh: - Roshni helpline and related database to be extended to flood-affected areas (Badin, Mirpurkhas and TandoAllahyar). Punjab: - PDMA missing persons online database to be used for missing children. - Progress on identification and reunification of	- CP Sub-Cluster members - Actors in camps / communities - SWD - UNICEF - Roshni - PDMAs/DDMAs - Punjab: CPWB - PDMA Punjab Database KP: - CPU/ CPWC - SWD- interim care facilities. - GCC	- Registration of missing, separated and unaccompanied children - Verification of data - -	- Updates in database within 24 hours of case identification. (during emergency) - - Punjab: - Within one month period, starting from any emergency situation

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STEP #	ACTIONS / ACTIVITIES	ACTORS	DOCUMENTATION / TOOLS	TIME FRAME
	separated children to be discussed at sub-cluster meetings as standing agenda item and shared with PDMAs. KP: - Ensure confidentiality at all levels.(agreement between the referee and referral. - Need for non-disclosure agreement and understanding of the implications. - For unaccompanied children and children in need of interim care facility should be immediately reported to SWD who arrange for their temporary needs.			
Step 4 – advocacy & sensitization.	- Child Protection Sub Cluster and PDMA to document trends and flag issues and gaps with the Protection Cluster and NDMA. (in addition to all other relevant clusters like CCCM, Shelter/ NFI, Food. - Review current capacities at district level (SWD & DDMA) and advocate for additional support. - Regular advocacy with all stakeholders: PDMA, DDMAs, TMA, national and local stakeholder, CPUs, UC secretary - Advocacy should be on two levels i. Policy ii. Services	- CP Sub Cluster lead - Cluster members - SWD - NDMA / PDMA - DDMA, TMA, - Community - All other clusters- this is cross cutting. - GCC - Civil society	- CP Sub Cluster sitreps and minutes - Case studies.	- Ongoing - In every meeting as per need.
Case Management (Social Welfare Department)				
Step 1 – child	- Community members, I/NGOs, army, Pakistan Red	- Agencies	- Inter-agency and	Sindh:

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(To be updated regularly by all the provinces)

STEP #	ACTIONS / ACTIVITIES	ACTORS	DOCUMENTATION / TOOLS	TIME FRAME
identification.	Crescent society, police and camp management staff identify missing, unaccompanied and separated children; and report the separated children to CPU/SWD, sub-cluster lead/s; and maintain copies of reporting forms, while keeping confidentiality key. - Caregivers to report missing children to police and/or CPU - Community members may report separated or missing children to Rescue 15, CPU/SWD, I/NGOs and any other agency working in that location, camp or community. <u>Sindh:</u> - Information on the identification and reporting of separated & missing children from all sources to be consolidated by Social Welfare Department / CPU (Sukkur, Hyderabad & Karachi). <u>Balochistan:</u> - DCs to maintain record of all cases with confidentiality and generated response against maintained record on the basis of best interest of child. <u>KP:</u> - Caregivers to report missing children to police- the role of the police has been emphasized as being key because in many instances they may be first responders. This will need comprehensive attention on sensitizing the police forces to enable them to appropriately work with children.	- Community members - SWD & CPUs - Police - Pakistan Red Crescent - Camp management - Army & Rangers & Rescue services - UNICEF - DDMA/PDMA - Sub clusters - Child protection and welfare bureau (Punjab) - Child protection Bureau (KP) - Police Child Protection Center (KP) - Lawyers involvement - Religious scholars and leaders - Community : to verify the ID of children	inter-departmental reporting mechanism - Reporting missing children form - FIR - Enquirer Form (Tracing Request) for Missing, unaccompanied, separated Children. - SRF - Missing Children on line soft ware of PDMA -	Reporting within 12 hours of identification or before nightfall Balochistan: - Within 24 hours of emergency - Data base Prior to emergency - Follow up Within 48 hours

Consolidated Action Plan Matrix for Addressing Issue of Separated, Unaccompanied and Missing Children in Disasters

Developed by Sindh, Balochistan, Punjab and Khyber Pakhtunkhwa in Oct 2011

(To be updated regularly by all the provinces)

STEP #	ACTIONS / ACTIVITIES	ACTORS	DOCUMENTATION / TOOLS	TIME FRAME
	- Report unaccompanied children to police and/or CPU, ICRC, CPWB. - Report Separated children to CPUs. - Work with law enforcement agencies to ensure that missing, unaccompanied and separated children are not wrongfully imprisoned or getting illegal detention. - Call 1122 – rescue services to create linkage with on any service provided for missing and unaccompanied children. - Training/sensitization of Police on how to handle unaccompanied, separated and missing children. - Sensitize community to take care of the child and report the child to the Police, SWD. - Sensitise religious leaders/Imam Masjid as even now the unaccompanied, missing children announcement is made from the Masjid loud speaker.			
Step 2 – verification and registration for family tracing.	- CPU to assign Case Worker (CW) to the child. - CPU/ case worker to complete registration on the child through interviews, cross-checking and completing the information received by the reporter, including details of parents/guardians, address of parents and kin (CPU standard registration form), specific needs of the child.	- SWD (Caseworkers) - CPU database Manager - Police - PDMAs Agency (Reporters) - DDMA/PDMA - Designated hubs in	- Database for missing, separated and unaccompanied children (CPU) - Tracing Action Form - Child registration form (CPU) - FIR	Same day - Verification, Registration and Family Tracing efforts will be initiated within 24 hours of case identification

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(To be updated regularly by all the provinces)

STEP #	ACTIONS / ACTIVITIES	ACTORS	DOCUMENTATION / TOOLS	TIME FRAME
	- Registration and tracing of the child meeting the definition of separated / unaccompanied child (otherwise the process ends with proper justification). - Cross check list of separated children with list of missing children (including PDMAs online database). - CPU Database Officer/ Designated focal person to enter details of the child in a database and regularly update actions taken; with due regard for protection of data / confidentiality. - Summary of SWD/CPU data to be shared with CP Sub-Cluster	IDP camps & affected community - DCW	- CP Sub-Cluster minutes - Formal case closure form. - Punjab_ PDMA online pro forma in the software	
Step 3 – protection assessment and interim care.	- Trained Case Worker/ Designated hub focal person with the help of case worker to assess the particular needs and protection situation of the child, including an assessment of the existing care arrangements for separated / accompanied children. - CPU/ designated hub to provide support (where available within CPU) or make referrals for psycho-social support, legal aid, medical care with particular attention to child survivors of sexual abuse and needs of children with disabilities. - Carry assessments to include recommendations for interim care arrangements, where immediate protection threat to the child is identified, removing the child to an alternative interim facility. - CPU/ designated hub to actively seek family-based	- SWD - Social service providers, including for child sexual abuse & disabilities - Police - (CPU) Lawyer - (CPU) Home Mother - Inter-care provider / family Sindh: - District labour department - GBV Sub-cluster, Health cluster, education cluster (for referrals & inter-cluster advocacy)	- Protection assessment form (to develop) - Inter-care arrangement form - District level referral mechanism & directory of service providers (including medical, psycho-social, legal, etc) - Follow up reports. -	- Within 24 hours of case verified and analyzed

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STEP #	ACTIONS / ACTIVITIES	ACTORS	DOCUMENTATION / TOOLS	TIME FRAME
	and community-based care arrangements – as a preferred option - through CP Committees and community mechanisms. - Regular monitoring by SWD Case Worker and Child Protection Committees for community-based care for protection from child labour/domestic servants, trafficking, exploitation & neglect. - Protection assessment to be updated regularly to include the long term care arrangements and development needs. - Case Worker to keep the child informed of proposed actions affecting her/him and seek her/his consent to referrals at all levels. - Regular trainings to be conducted for caseworkers in Child Protection (including child labour, gender based violence, etc)	- District bar associations Balochistan:. - Bait-ul-Mal - Community Support Group - DDMA/Designated Hubs Punjab: - **Nigheban, Transit Shelters for lost and kidnapped children (8)** (one in each divisional headquarters except Sahiwal) - **Gehwara –** abandoned babies home (Lahore, Multan and Rawalpindi) - **Children Home** (age 7-18) - **Kashana** (above 6 – girls) - Sargodha, Lahore and Rawalpindi - **Chaman**(Children with mental disabilities) - **Nasheman**(Children with physical disabilities)		

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STEP #	ACTIONS / ACTIVITIES	ACTORS	DOCUMENTATION / TOOLS	TIME FRAME
		- CPU (7) Multan, Muzaffargarh, D.G. Khan, Layyah, Mianwali, Rajanpur and Rahim Yar Khan) - Child **Protection and Welfare Bureau** (8) Lahore, Multan, Gujranwala, Sialkot, Rawalpindi, Faisalabad, Bahawalpur, Rahim Yar Khan - **Edhi Centre** (2) KP: - Muskan in Swat - Parwarish in Swat - Care facility list to be provided by the cluster partners		
Step 4 – family tracing and reunification.	- CPU Case Worker to register the child with PDMA Missing Persons Registrar (accessible by SWD and police in all districts) and activate SWD networks and NADRA to assist in tracing the child's family. - In using media and posters for tracing separated children, full details of the child not be disclosed (eg. use photo but not name, or use only family information) in order to safeguard against exploitation. For missing children, all identifying details may be necessary. - Once the family is traced, the Case Worker to visit the	- SWD (Case Worker)CP Sub-Cluster members - Police - Helpline - Social Groups / CP Committees / Trained Volunteers - Child and care takers / parents / kin - NADRA - Ministry of Interior (inter-district or	- Contact details - Principles to be followed by agencies involved in family tracing - Best interest Determination form - Adult verification form - Child verification form - Family reunification form	- Within 48 hours after family identification - Ongoing.

Consolidated Action Plan Matrix for Addressing Issue of Separated, Unaccompanied and Missing Children in Disasters

Developed by Sindh, Balochistan, Punjab and Khyber Pakhtunkhwa in Oct 2011

(To be updated regularly by all the provinces)

STEP #	ACTIONS / ACTIVITIES	ACTORS	DOCUMENTATION / TOOLS	TIME FRAME
	family to verify their identity and assess any protection concerns. - Family reunification to take place and handing over form completed and witnessed. - Database to be updated with reunification details and included in summary report for CP Sub-Cluster. - In the case it has not been possible to locate the child's family and a durable solution with long term placement is required, best interest of the child should be established through a Best Interest Committee (including SWD and representative of district CP working group) in consultation and with consent of the child - Development and follow up arrangements should be ensured and monitoring / family visits put in place. <u>Balochistan:</u> - Designated focal person to register the child with designated hubs and activate already established networks with mandated organizations/Govt. departments to assist in tracing the child's family. - Long term placement, development and follow up arrangements should be ensured and monitoring / family visits put in place - Under any circumstances if 48 hours of time pass without reunification of a child, as per formal order of court, the DDMA may be authorized to pass an interim order (obtaining surety) subject to confirmation of court or otherwise.	inter-provincial tracing) - Media - Mosques - Communities (especially at transport points) - Agencies - Designated Hubs/DDMA - Child protection and welfare bureau Punjab - NADRA - Monitoring officer CP Commission - Community role for follow up, verification	- Tracing poster / leaflets (e.g. Roshni) -	

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STEP #	ACTIONS / ACTIVITIES	ACTORS	DOCUMENTATION / TOOLS	TIME FRAME
	Punjab: - After reunification PDMA database should be updated - While using media, MUST keep confidentiality and DO NO HARM principle in mind.			
Step 5 – follow up, after-care and case closer.	- Case Worker/ designated focal person to follow up on the child plan (provision of social services, care arrangement monitoring, after care monitoring, child development and family support interventions, etc) - Once the child has crossed 18 years of age or the case has reached some permanent solution / arrangement the case may be closed. KP: - Establish the standard number of periodic follow up care needed. - There needs to be a body that monitors the procedures and processes throughout the case management cycle , including post case situation. - Need to have a code of conduct for case workers An independent body to monitor this whole process (peer support group from the community and it should be community based. Multiple monitoring mechanisms should be in place.	- SWD (SCW) - Police - Designated Case Worker - Social service providers - Legal aid and police - Family / child - Community /CP Committees - NADRA -	- Follow up report - After care monitoring report - Case closure report - Punjab: Update the database of PDMA -	- On going - At least 2 visits in first 2 months; more regularly in identified cases

ANNEX V: Inter Agency Working Group (IAWG) UASC Children Guidance Note and Registration Form

Guidance Note to fill the IAWG UASC Children Registration Form

This Guidance Notes is aimed at supporting field/social workers to complete the agreed inter-agency registration form for unaccompanied and separated children and should be read together with the form, before starting to register children. It should be used as part of the training for field/social workers on techniques for interviewing children in emergency contexts. The extended registration form follows a similar content but collects more complete information to support the full case management process. Both these forms can be used as they are or contextualized.

1. Before starting the interview as well as at the end, you should explain to the child, using child-friendly language, what information about them is being collected and why.
Include:

- Your name, who you work with and what your agency does.
- You will ask some questions about the child – ask if that is OK and explain that he/she doesn't have to answer questions if they don't want to.
- Explain you will be taking notes so that you remember what is said – ask if that is OK.
- Explain that you need to share some information – explain with who and why – ask is that is OK.
- Reassure the child that if there is any information they do not want to share, they can say so.

2. **Before starting the interview, review what information is already available on the child.** If the child has already been interviewed by another organization, try to find that information and make sure you do NOT ask the same questions again.
3. **The shaded areas of the form are for you to complete without asking these questions directly to the child.** This information should reflect case coding and the analysis of the child that the field/social worker makes and their recommendations for follow up and next steps.
4. **The wording of the questions on this form should serve as a guide.** The way questions are phrased and how they are asked should be adapted according to the age of the child being interviewed, how willing they are to give information, the nature and sensitivity of the question, and the local context and culture.
5. **Section 1 – Data Confidentiality:**
   a. In order to be able to answer these questions, please explain to the child what the information will be used for, what information will be made public, how their identify will be kept secure and confidential and how sharing certain information may help with successful tracing. Ask the child what they agree with.
   b. Ensure the child understands and feels free to say if they do not want certain information to be made public –you can get this information in various ways, either asking the child whether he or she would feel safe or would have any reason to worry if you shared the information with specific people or authorities, or observing the child and understanding what information they may/may not want to share and with whom.

6. Section 2 – Child's personal details:

a. A Separated child is any person under the age of 18, separated from both parents or from his/her previous legal or customary caregiver, but not necessarily from other relatives. These may, therefore, include children accompanied by other adult family members.
b. An Unaccompanied child is any person under the age of 18, separated from both parents and other relatives or from his/her previous legal or customary primary caregiver and who is not being cared for by an adult who, by law or custom, is responsible to do so.
c. Orphans are children, both of whose parents are known to be dead. In some countries, however, a child who has lost one parent is called an orphan. Most children who are separated from their families are not orphans and should not be referred to as such. It is important that a local -language term, or phrase, be found and used that conveys the sense of "children separated from their families"
d. Urgent protection concern – please state here whether the child requires urgent intervention or not. The type of intervention required is further explored in section 7.
e. Names – the structure provided on the forms is first, second and third name throughout. The name format will need to be adapted to each context.
f. If the child does not remember her/his address before separation, please note other relevant information, such as descriptions of mosques, churches, schools or other landmarks (Allow the child to draw on the back of the form is you think this will help).

7. Section 3 – Wishes of the Child:

a. If child DOES want family reunification – only enter details if they are different from the details collected in the previous sections. The registration form gives you enough space to collect information about 2 people the child would like to trace/locate. If you need additional space to enter more people, please use the back of the form, ensuring you collect all the necessary fields.

8. Section 4 – Family Details:

a. If addresses of father and mother are the same, only enter them once and put 'same as above'.
b. If the child has been in contact with the mother and/or the father, state how this contact was made (telephone, letter, through a third party etc)
c. Only enter details of primary caregiver if this was not the father or the mother.
d. Family members the child is separated from: Please write down names or nicknames of significant others mentioned by the child. Registration form gives enough space to enter 3 people. If the child mentions more people that need to be recorded, please use the back of the form, ensuring you collect all the necessary fields.
e. Family members/other important persons child is with: Please list any family members or other important person, including children of adults the child is travelling with. If the child is travelling with other separated or unaccompanied children, a separate registration form will need to be completed for each UASC. If the child is travelling with other adults please include any ID registration numbers collected which may help with identification. Do not record here details of the current care giver – this is collected in section 3. The table gives enough space to record details of 7 people.

9. Section 5 – Current Care Arrangements:

a. Only record the address if it is different from the address entered in the previous sections.

10. Section 6 – History of Separation:

a. Please give as much detail as possible here regarding the circumstance of separation which may help in tracing, remembering to use child friendly language and interview techniques.

11. Section 7 – Protection concerns:

a. Firstly ask the child if there are any immediate concerns he/she would like to raise.
b. This section, or parts thereof, should only be completed if contextually relevant and/or appropriate (respecting security and confidentiality).
c. The list of protection concerns should be answered by the field/social worker, and not asked directly to the child. Information should be sought through conversation with the child during which relevant information is elicited, and observation of the child. If there is no evident concern (or if the interviewer is not able to detect non-obvious protection concerns), further information on protection concerns may be collected at a later stage beyond registration.
d. "Serious Health Issue" is any health issue which requires imperativemedical attention.
e. Disabled children include children that may have physical, mental, sensory (blind, deaf, deaf-blind), learning or psychosocial impairments.

12. Section 8 – Details of Interviewer:

a. Please ensure you have again informed the child of how the information will be used and what the next steps in the tracing process will be.
b. All field/social workers interviewing children must sign and date the registration form

Inter-Agency Working Group
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REGISTRATION FORM

NOTE: The shaded areas of the form are for you to complete without asking directly these questions to the child.

Does the child understand why the information is collected, how it will be used and agrees to be registered? ☐ yes ☐ no

❶ Data Confidentiality

Have you re-explained to the child what the information will be used for and what the process will be? ☐ yes ☐ no

Does the child/caregiver agree to the public disclosure (on posters, radio, Internet, etc.) of his/her:

a. name ☐ yes ☐ no b. photo ☐ yes ☐ no c. names of relatives ☐ yes ☐ no

(Explain how information will be made public, how their identity will be kept confidential and how sharing information may increases chances of successful tracing)

Specify what information should be withheld: .....

Additional information (state if permission given by caregiver): .....

.....

Does the child agree that the information collected can be shared with:

a. Family ☐ yes ☐ no b. Authorities ☐ yes ☐ no c. Other Organizations ☐ yes ☐ no

d. Others ☐ yes ☐ no Specify who: .....

Reason for withholding information (can select multiple) ☐ fear of harm to themselves or others

☐ Want to communicate information themselves ☐ Other reason - specify: .....

Additional information (state if permission given by caregiver): .....

.....

Signature of child: ..... and/or (optionaly) **caregiver:** .....

❷ Child's Personal Details

Registration ID (generated by the database): .....

Other Agency ID (No.): ..... **Name of Agency:** .....

Personal ID document (Type and No.): .....

Is the child: ☐ Separated ☐ Or Unaccompanied **Urgent protection concern** ☐ yes ☐ no

Child's First name ..... **Second name** ..... **Third name** .....

Nickname ..... **Other name** (after separation) ..... **Sex:** ☐ F ☐ M

Age: ..... **Estimated:** ☐ yes ☐ no **Birth date:** .....

Nationality: ..... **Religion:** ..... **Languages:** .....

Arrival date: ..... **Description:** .....

Address before separation: Country: ..... Region: ..... District: .....

Village: ..... Street: ..... Landmarks: .....

Description: .....

Current address: Country: ..... Region: ..... District: .....

Village: ..... Street: ..... Landmarks: .....

Telephone Number: .....

Distinguishing Physical Characteristics (eg birthmarks of visible disabilities): .....

.....

.....

.....

Wishes of the Child

If the child DOES want family reunification: adults child wishes to locate

1st preference: Relationship: .....

First name: ..... Second name: ..... Third name: .....

Last known address: Country: ..... Region: ..... District: .....

Village: ..... Street: ..... Landmarks: .....

Telephone Number: .....

Does the child wish to continue in the current care arrangement? ☐ yes ☐ no If No, why: .....

.....

Type of care arrangement child wishes to have:

☐ Independent living ☐ Alternative interim care

☐ With Husband/wife/partner ☐ Other family ☐ Don't know

4 Family Details

Who was the child living with before separation: ☐ Father ☐ Mother ☐ Other: .....

Father's First name: ..... Second name: ..... Third name: .....

Is father alive? ☐ yes ☐ no ☐ don't know

Mother's First name: ..... Second name: ..... Third name: .....

Is mother alive? ☐ yes ☐ no ☐ don't know

Name of Caregiver (other) before separation (if not mother or father)

First name: ..... Second name: ..... Third name: .....

Relationship: ..... Is caregiver before separation alive? ☐ yes ☐ no ☐ don't know

Family members (adults or children) child is separated from (other than those named above):

A. First name: ..... Second name: ..... Third name: .....

Relationship: ..... Sex ☐ F ☐ M Alive: ☐ yes ☐ no ☐ don't know Occupation: .....

B. First name: ..... Second name: ..... Third name: .....

Relationship: ..... Sex ☐ F ☐ M Alive: ☐ yes ☐ no ☐ don't know Occupation: .....

C. First name: ..... Second name: ..... Third name: .....

Relationship: ..... Sex ☐ F ☐ M Alive: ☐ yes ☐ no ☐ don't know Occupation: .....

Family members/other important persons child is with (adults or children):

First Name	Second Name	Third name	Relationship	Database ID	Other ID	Sex (F/M)	Age
.....	.....	.....	.....	.....	.....	.....	.....
.....	.....	.....	.....	.....	.....	.....	.....
.....	.....	.....	.....	.....	.....	.....	.....
.....	.....	.....	.....	.....	.....	.....	.....
.....	.....	.....	.....	.....	.....	.....	.....

5 Current care arrangements

What are the child's current care arrangements?

- ☐ Stays with related caregiver
- ☐ Stays with unrelated caregiver
- ☐ Residential Care Centre
- ☐ Child Headed Household
- ☐ Lives with peers/other children
- ☐ Independent Living
- ☐ Other (Please specify): .....

Name of current caregiver: ..... Relationship of this person to the child: .....

ID Type and No: ..... Age: ..... Contact details (telephone): .....

6 History of Separation

Date of separation: .....

Place of separation: Country: ..... Region: ..... District: .....

Village: ..... Street: ..... Landmarks: .....

.....

.....

NOTE: **the below must not be asked as direct question but through general dialogue with the child or if they are raised by the child directly**

7 Protection Concerns

Is there any urgent/immediate concern the child would like to raise?

Protection Concerns (Tick all that apply)**:**

- ☐ Sexually Exploited
- ☐ Disabled
- ☐ Physically or Mentally Abused
- ☐ GBV survivor
- ☐ Serious Health issue
- ☐ Living with vulnerable person
- ☐ Trafficked/smuggled
- ☐ Refugee
- ☐ Worst Forms of Child Labor
- ☐ Statelessness
- ☐ CAAFAG
- ☐ Child Headed Household
- ☐ Arrested/Detained
- ☐ Street Child
- ☐ Mentally Distressed
- ☐ Migrant
- ☐ Child Mother
- ☐ Other

Please provide more information where possible .....

Other (please specify) .....

Assessment: ☐ urgent intervention ☐ ongoing monitoring ☐ no further action needed

If further intervention is required, by when (date): .....

8 Details of Interviewer

Name: ..... Signature: .....

Position: ..... Agency: ..... Date: .....

Location of interview: Country: ..... Region: ..... District: .....

Village: ..... Street: ..... Landmarks: .....

Information obtained from: ☐ child ☐ caregiver ☐ other (specify): .....

Inter-Agency Working Group
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EXTENDED REGISTRATION FORM

NOTE: The shaded areas of the form are for you to complete without asking directly these questions to the child.

Does the child understand why the information is collected, how it will be used and agrees to be registered? ☐ yes ☐ no

Who referred the child to the caseworker? .....

Has the child been interviewed by another organisation? ☐ yes ☐ no **Please Specify:** .....

Place of previous interview ..... **Date:** .....

(NOTE: If child has already been interviewed by another organisation, only collect additional information but do not ask the same questions again)

❶ Data Confidentiality

Have you re-explained to the child what the information will be used for and what the process will be? ☐ yes ☐ no

Does the child/caregiver agree to the public disclosure (on posters, radio, Internet, etc.) of his/her:

a. name ☐ yes ☐ no b. photo ☐ yes ☐ no c. names of relatives ☐ yes ☐ no

(Explain how information will be made public, how their identity will be kept confidential and how sharing information may increases chances of successful tracing)

Does the child agree that the information collected can be shared with: a. Family ☐ yes ☐ no b. Authorities ☐ yes ☐ no

c. Other Organizations ☐ yes ☐ no d. Others ☐ yes ☐ no Specify who .....

Specify what information should be withheld: .....

Reason for withholding information (can select multiple): ☐ fear of harm to themselves or others

☐ Want to communicate information themselves ☐ Other reason Specify: .....

Additional information (state if permission given by caregiver): .....

.....

Signature of child: ..... and/or (optionaly) **caregiver:** .....

❷ Child's Personal Details

Registration ID (generated by the database): .....

Other Agency ID (No.): ..... **Name of Agency:** .....

Personal ID document (Type and No.): .....

Is the child: ☐ Separated ☐ Or Unaccompanied **Urgent protection concern** ☐ yes ☐ no

Distinguishing Physical Characteristics (eg birthmarks of visible disabilities): .....

.....

.....

Child's First name ..... **Second name** ..... **Third name** .....

Nickname (also known as) ..... **Other name** (after separation) ..... **Sex:** ☐ F ☐ M

Age: ..... **Estimated:** ☐ yes ☐ no **Birth date:** .....

Nationality: ..... **Place of Birth:** ..... **Country:** .....

Ethnic Affiliation: ..... **Religion:** ..... **Arrival Date:** .....

Address before separation: Country: ..... Region: ..... District: .....

Village: ..... Street: ..... Landmarks: .....

Telephone Number: .....

Description: .....

Current address: Country: ..... Region: ..... District: .....

Village: ..... Street: ..... Landmarks: .....

Telephone Number: .....

❸ Wishes of the Child

Does the child want to trace family members? ☐ yes ☐ no

If the child DOES want family reunification, adults child wishes to locate:

1st preference: Relationship: .....

First name: ..... Second name: ..... Third name: .....

Last known address: Country: ..... Region: ..... District: .....

Village: ..... Street: ..... Landmarks: .....

Telephone Number: .....

2nd preference: Relationship: .....

First name: ..... Second name: ..... Third name: .....

Last known address: Country: ..... Region: ..... District: .....

Village: ..... Street: ..... Landmarks: .....

Telephone Number: .....

If the child does NOT want family tracing, explain why: .....

.....

Does the child want family reunification? ☐ Yes, as soon as possible ☐ Yes but later ☐ Not sure ☐ No

if 'No', 'Not sure' or Yes, but later', explain why: .....

.....

Does the child wish to continue in the current care arrangement? ☐ yes ☐ no If No, why: .....

.....

Type of care arrangement child wishes to have: ☐ Independent living ☐ Alternative interim care

☐ With Husband/wife/partner ☐ Other family ☐ Don't know

Oter (please specify): .....

Where does the child wish/plan to live? Country: ..... Region: .....

District: ..... Village: ..... Street: ..... Landmarks: .....

Give any other information of relevance that may assist with tracing for the child (such as key persons/locations in the life of the child who/which might provide information about the location of the sought family – ex. names of religious leader, market place, etc.)
Please ask the child where he/she thinks his/her relatives, including siblings might be or whether the child is in contact with any family friend (include as well any useful information the caregiver might provide)

.....

.....

.....

.....

List details of any documents carried by the child: .....

.....

.....

❹ Family Details

Who was the child living with before separation: ☐ Father ☐ Mother ☐ Other (please specify): .....

Father's First name: ..... Second name: ..... Third name: .....

Is father alive? ☐ yes ☐ no ☐ don't know Profession/Occupation .....

Last known address: Country: ..... Region: ..... District: .....

Village: ..... Street: ..... Landmarks: .....

Telephone Number: .....

Mother's First name: ..... Second name: ..... Third name: .....

Is mother alive? ☐ yes ☐ no ☐ don't know Profession/Occupation .....

Last known address: Country: ..... Region: ..... District: .....

Village: ..... Street: ..... Landmarks: .....

Telephone Number: .....

Is the child still in contact with his/her parents? ☐ yes ☐ no If yes, with whom: .....

If yes, when was the last contact (date): ..... and how? .....

If father/mother believed dead, give details, including whether information has been verified: .....

.....

Name of Caregiver (other) before separation (if not mother or father)

First name: ..... Second name: ..... Third name: .....

Relationship: ..... Is caregiver before separation alive? ☐ yes ☐ no ☐ don't know

Last known address: Country: ..... Region: ..... District: .....

Village: ..... Street: ..... Landmarks: .....

Is the child in contact with his/her caregiver? ☐ yes ☐ no

If yes, when was the last contact (date): ..... and how? .....

Family members (adults or children) **child is separated from** (other than those named above):

A. First name: ..... Second name: ..... Third name: .....

Relationship: ..... Sex: ☐ F ☐ M alive? ☐ yes ☐ no ☐ don't know Occupation: .....

Last known address: Country: ..... Region: ..... District: .....

Village: ..... Street: ..... Landmarks: .....

Date of Separation: ..... Comments: .....

B. First name: ..... Second name: ..... Third name: .....

Relationship: ..... Sex: ☐ F ☐ M alive? ☐ yes ☐ no ☐ don't know Occupation: .....

Last known address: Country: ..... Region: ..... District: .....

Village: ..... Street: ..... Landmarks: .....

Date of Separation: ..... Comments: .....

C. First name: ..... Second name: ..... Third name: .....

Relationship: ..... Sex: ☐ F ☐ M alive? ☐ yes ☐ no ☐ don't know Occupation: .....

Last known address: Country: ..... Region: ..... District: .....

Village: ..... Street: ..... Landmarks: .....

Date of Separation: ..... Comments: .....

Family members/other important persons child is with (adults or children):

NOTE: these are different from the current care giver, whose information is collected below in section 5.

If the child is travelling with other separated or unaccompanied children, a separate registration form will need to be completed for each UASC

First Name	Second Name	Third name	Relationship	Database ID	Other ID	Sex (F/M)	Age
.....	.....	.....	.....	.....	.....	.....	.....
.....	.....	.....	.....	.....	.....	.....	.....
.....	.....	.....	.....	.....	.....	.....	.....
.....	.....	.....	.....	.....	.....	.....	.....

What is the child's intended address:

Country: ..... Region: ..... District: .....

Village: ..... Street: ..... Landmarks: .....

5 Current care arrangements

What are the child's current care arrangements?

☐ Stays with related caregiver ☐ Stays with unrelated caregiver

☐ Residential Care Centre ☐ Child Headed Household ☐ Lives with peers/other children

☐ Independent Living ☐ Other (Please specify): .....

Name of agency providing or supporting care arrangement (if applicable): .....

Current caregiver: First name: ..... Second name: ..... Third name: .....

Relationship to the child: ..... ID Type and No: ..... Age: .....

Contact details (telephone): ..... When did this care arrangement start?: .....

If current address is temporary, where does caregiver plan to live (repatriate, move, etc):

Country: ..... Region: ..... District: .....

Village: ..... Street: .....

Is caregiver willing to continue taking care of the child? ☐ yes ☐ no If yes, for how long: .....

Does the caregiver know the family of the child? ☐ yes ☐ no

Give any information that the caregiver may provide on the child and his/her family: .....

.....

6 History of Separation

Date of separation (approximate if child does not know exact date)**:** .....

Place of separation: Country: ..... Region: ..... District: .....

Village: ..... Street: ..... Landmarks: .....

Describe the circumstances of separation: .....

.....

Describe additional movements between place of separation and current location: .....

.....

Did the child face or witness any type of violence, threat or harm during his/her journey? .....

.....

What was the main cause of separation? (Tick all that apply)

- ☐ Conflict
- ☐ Death
- ☐ Family abuse/violence/exploitation
- ☐ Lack of access to services/support
- ☐ CAAFAG
- ☐ Poverty
- ☐ Natural Disaster
- ☐ Sickness of family member
- ☐ Entrusted into the care of an individual
- ☐ Arrest and detention
- ☐ Abandonment
- ☐ Repatriation
- ☐ Population movement
- ☐ Migration
- ☐ Divorce/remarriage
- ☐ Other (please specify): .....

NOTE: the below must not be asked as direct question but through general dialogue with the child or if they are raised by the child directly

7 Protection Concerns and related follow up action required

Is there any urgent/immediate concern the child would like to raise?

Protection Concerns (Tick all that apply)**:**

- ☐ Sexually Exploited
- ☐ GBV survivor
- ☐ Trafficked/smuggled
- ☐ Statelessness
- ☐ Arrested/Detained
- ☐ Migrant
- ☐ Disabled
- ☐ Serious Health issue
- ☐ Refugee
- ☐ CAAFAG
- ☐ Street Child
- ☐ Child Mother
- ☐ Physically or Mentally Abused
- ☐ Living with vulnerable person
- ☐ Worst Forms of Child Labor
- ☐ Child Headed Household
- ☐ Mentally Distressed
- ☐ Other

Please provide more information where possible .....

Recommended follow up action/referral: ☐ ongoing monitoring ☐ no further action needed ☐ urgent intervention If intervention required, by when (date): .....

Services required	Officer/Agency	Comments
Medical assistance	.....	.....
Psychosocial support	.....	.....
Education	.....	.....
BID or BIA / Care-Plan required	.....	.....
NFI/Clothes/Shoes	.....	.....
Water/Sanitation	.....	.....
Care arrangement review/change	.....	.....
Refer to Refugee Registration	.....	.....
Food	.....	.....
Other	.....	.....

8 Details of Interviewer

Name: ..... Signature: .....

Position: ..... Agency: ..... Date: .....

Location of interview: Country: ..... Region: ..... District: .....

Village: ..... Street: ..... Landmarks: .....

Information obtained from: ☐ child ☐ caregiver ☐ other (specify): .....

NDMA - Gender and Child Cell
Prime Minister's Office Premises
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