



ଜିଲ୍ଲାପାଳଙ୍କ କାର୍ଯ୍ୟାଳୟ, ଅନୁଗୋଳ



ଜିଲ୍ଲା ଶିଶୁ ସୁରକ୍ଷା ଯୁନିଟ୍, ଅନୁଗୋଳ

ଇସ୍ତହାର ସଂଖ୍ୟା : ୪୧୬ / ତା. ୦୧.୦୧.୨୦୨୦

ବିଜ୍ଞପ୍ତି

ଏତଦ୍ୱାରା ସର୍ବସାଧାରଣଙ୍କ ଅବଗତ ନିମନ୍ତେ ଜଣାଇ ଦିଆଯାଉଛି କି ପ୍ରତିପାଳକ ଯତ୍ନ (Foster Care) ବ୍ୟବସ୍ଥା କେନ୍ଦ୍ର ଓ ରାଜ୍ୟ ସରକାରଙ୍କ ମିଳିତ ଉଦ୍ୟମରେ ପ୍ରଚଳନ କରାଯାଉଅଛି । ଏହି ପ୍ରଚଳିତ ବ୍ୟବସ୍ଥାର ଲକ୍ଷ ଯେଉଁଠି ଯତ୍ନ ଓ ସୁରକ୍ଷା ଆବଶ୍ୟକ କରୁଥିବା ଶିଶୁମାନଙ୍କୁ ଅସ୍ଥାୟୀ ଭାବରେ ଅଣସମ୍ପର୍କିତ ପରିବାର ସହିତ ସ୍ୱଳ୍ପ କିମ୍ବା ଦୀର୍ଘ ସମୟପାଇଁ ରଖାଯାଇଥାଏ ଏବଂ ଆବଶ୍ୟକସ୍ଥଳେ ପାରିବାରିକ ପରିସ୍ଥିତି ପରିବର୍ତ୍ତନ ହେଲେ ପୁନଶ୍ଚ ସେମାନଙ୍କୁ ପରିବାର ସହିତ ମିଳନ କରିବାର ବ୍ୟବସ୍ଥା ରହିଥାଏ । ଏହି କିଶୋର ନ୍ୟାୟ ଆଇନ ୨୦୧୫ ଅନ୍ତର୍ଗତ ଧାରା ୪୪ ଓ କିଶୋର ନ୍ୟାୟ ନିୟମ ୨୦୧୬ ଅନ୍ତର୍ଗତ ଅଧିନିୟମ ୨୩ ଏବଂ ମଡେଲ ଗାଇଡ୍ ଲାଇନ, ପ୍ରତିପାଳନ ଯତ୍ନ (Foster Care) ୨୦୧୬ ଅନୁଯାୟୀ ଶିଶୁମାନଙ୍କୁ ଅଇଥାନ ବ୍ୟବସ୍ଥା ରହିଥାଏ । ପ୍ରତିପାଳନ ନିମନ୍ତେ କେବଳ ଅନୁଗୋଳ ଜିଲ୍ଲା ଅନ୍ତର୍ଗତ ଇଛୁକ ପିତାମାତାମାନେ ଜିଲ୍ଲା ଶିଶୁ ସୁରକ୍ଷା ଅଧିକାରୀ, ଜିଲ୍ଲା ଶିଶୁ ସୁରକ୍ଷା ଯୁନିଟ୍, ଜିଲ୍ଲାପାଳଙ୍କ କାର୍ଯ୍ୟାଳୟ, ଅନୁଗୋଳ ଫୋନ ନମ୍ବର (୦୬୭୬୪-୨୩୦୩୨୯)କୁ ଆବେଦନ କରନ୍ତୁ ।

ଦରଖାସ୍ତ ଫର୍ମ ଓ ନିୟମାବଳୀ ସମ୍ବନ୍ଧୀୟ ସମସ୍ତ ତଥ୍ୟ www.angul.nic.in ରେ ଉପଲବ୍ଧ ଅଛି ।

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 ଜିଲ୍ଲାପାଳ, ଅନୁଗୋଳ
 ୨୩/୧/୨୦୨୦

रश्मि एस. साहनी
संयुक्त सचिव
Rashmi Saxena Sahni
Joint Secretary



भारत सरकार
महिला एवं बाल विकास मंत्रालय
शास्त्री भवन, नई दिल्ली-110 001
GOVERNMENT OF INDIA
MINISTRY OF WOMEN & CHILD DEVELOPMENT
SHASTRI BHAWAN
NEW DELHI-110 001 (INDIA)
Ph. : 91-11-23388576
Fax : 91-11-23388612
E-mail : sahani.rashmi@gov.in

DO No. 14-5/2015-CW-II

11th November, 2016

Dear *Sir / Madam*

I write to you in context of the Model Guidelines for Foster care, 2016 that are revised in the light of the Juvenile Justice (Care and Protection) Act, 2015 by this Ministry.

2. These revised Model Guidelines have added components of group foster care where a group of unrelated children are placed with a foster family or under the care of foster care givers in a family like setting who may/may not be having their own biological children. These guidelines also provide for the adoption of the foster child by the same foster parents after keeping that child in foster care for a minimum period of five years on the orders of the CWC. In this regard due procedures prescribed in the Regulations Governing Adoption of Children, 2016 shall be followed. The same will be facilitated through CARINGS.
3. A copy of the revised Foster care guidelines, 2016 has been made available on the webpage of this Ministry at www.wcd.nic.in. You are kindly requested adapt or adopt them while making State Rules on the same.

With Regards

Yours sincerely,

Rashmi Saxena Sahni
(RashmiSaxenaSahni)

To,

All Principal Secretaries/Secretaries
D/o WCD, SW, SJE dealing with ICPS
All States/UTs



India has a well developed and strong family system. In many areas the traditional joint family system is still very strong and so a child grows up in the company of his/her own siblings, cousin and grandparents. The term “joint family” is used more commonly than “extended family” in the country. In situations where parents are unable to take care of children due to illness or any other reason, children are taken care of by the joint family i.e by the kins/relatives.

The present Guidelines are not aimed at institutionalising such informal family systems embedded in our socio cultural milieu and therefore do not cover such arrangements. In case, the extended family requires financial support for the care of the child, the same may be provided through sponsorship of the child as provided for in the Juvenile Justice (Care and Protection of Children) Act, 2015 itself or the family may be referred to other Schemes and Programmes of the Government that strengthen families.

The present Guidelines for Foster care aim to protect the well-being of children who are deprived of family care or who are at risk of being so. Such children in need of care and protection are to be placed in unrelated family foster care or group foster care.

The Guidelines derive strength from section 44 of the Juvenile Justice (Care & Protection of Children) Act 2015, Rule 23 of the JJ Rules, 2016 and the United Nations Convention on the Rights of the Child (1989). These Guidelines do not include pre adoptive foster care as Regulations for Adoption 2016 framed under JJ Act, will apply in such cases.

The States/UTs may adapt or adopt these Guidelines to suit their socio economic and geographic needs.

Chapter I: Preliminary

1. Short Title

These Guidelines may be called the ***MODEL GUIDELINES FOR FOSTER CARE, 2016***.

2. Definitions

A. In these Guidelines, unless the context otherwise requires:

- (i). "Abandoned Child" means a child deserted by his biological or adoptive parents or guardians, who has been declared as abandoned by the Committee after due inquiry;
- (ii). "Act" means the Juvenile Justice (Care and Protection of Children) Act, 2015;
- (iii). "Adoption" means the process through which the adopted child is permanently separated from his biological parents and becomes the lawful child of his adoptive parents with all the rights, privileges and responsibilities that are attached to the biological child;
- (iv). "Aftercare" means making provision of support, financial or otherwise, to persons, who have completed the age of eighteen years but have not completed the age of twenty-one years, and have left any institutional care to join the mainstream of the society;
- (v). "Best Interest of child" means the basis for any decision taken regarding the child, to ensure fulfillment of his basic rights and needs, identity, social well-being and physical, emotional and intellectual development ;
- (vi). "Care Givers" means a staff appointed for providing care and protection to children placed in fit facility for Group foster care;

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- (vii). “Child Care Institution” means Children’s Home, Open Shelter, Observation Home, Special Home, Specialised Adoption Agency and a Fit facility recognised under the Juvenile Justice (Care and Protection of Children) Act, 2015 for providing care and protection of children, who are in need of such services;
- (viii). “Child” means a person who has not completed eighteen years of age; as defined under the Act;
- (ix). “Committee” means the Child Welfare Committee (CWC) constituted under section 27 of the Act;
- (x). “Convention on the Rights of the Child” means the United Nation’s Convention on the Rights of the Child 1989;
- (xi). “District Child Protection Unit” means a Child Protection Unit for a District, established by the State Government under section 106 of the Act;
- (xii). “Fit Facility” means a facility run by a governmental organisation or a registered voluntary or non- governmental organisation, prepared to temporarily own the responsibility of a particular child for a specific purpose and such facility is recognised as fit for the said purpose by the Committee.
- (xiii). “Foster Care” means placement of a child, by the Committee for the purpose of alternate care in the domestic environment of a family, other than the child’s biological family, that has been selected, qualified, approved and supervised for providing such care;
- (xiv). “Foster family” means a family found suitable by the District Child Protection Unit to keep children in foster care under section 44 of the Act;
- (xv). “Group Foster Care” means a family like care in a fit facility for children in need of care and protection who are without parental care with the aim to provide personalised care and a sense of belonging and identity;

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- (xvi). “Guardian”, in relation to a child, means his natural guardian or any other person, having, in the opinion of the Committee, the actual charge of the child, and recognised by the Committee as a guardian in the course of proceedings;
- (xvii). “Home Study Report” means a report containing details of the prospective foster family which includes social and economic status; family background; description of home; standard of living; current relations amongst the members of family; health status etc.
- (xviii). “Kinship Care” is family-based care within the child’s extended or joint family
- (xix). “Orphan” means a child –
- (i) who is without biological or adoptive parents or legal guardian or
 - (ii) whose legal guardian is not willing to take, or capable of taking care of the child;
- (xx). “Pre–adoption foster care” means a stage when the custody of a child is given to prospective adoptive parents, pending adoption order from the court as per Regulations Governing Adoption of Children, 2016.
- (xxi). “Specialised Adoption Agency” means an institution established by the State Government or by a voluntary or non-governmental organisation and recognised under section 65, of the Act for housing orphan, abandoned and surrendered children, placed there by order of the Committee, for the purpose of adoption;
- (xxii). “State Adoption Resource Agency” means the agency setup by the State Government for dealing with adoption and related matters under section 67 of the Act;
- (xxiii). "State Government" in relation to a Union Territory means the Administrator of that Union Territory appointed by the President under Article 239 of the Constitution;

(xxiv). “Surrendered Child”, means a child, who is relinquished by the parent or guardian to the Committee, on account of physical, emotional and social factors beyond their control, and declared as such by the Committee;

B. Definitions from Model JJ Rules, 2016

- i. “Case Worker” means a representative from a registered voluntary or non-governmental organisation who shall accompany the child to the Board or the Committee and may perform such tasks as may be assigned to him by the Board or the Committee;
- ii. “Child Adoption Resource Information and Guidance System” means an online system for facilitating and monitoring the adoption programme;
- iii. “Child Study Report” means the report which contains details about the child, such as his date of birth and social background;
- iv. “Individual care plan” is a comprehensive development plan for a child based on age and gender specific needs and case history of the child, prepared in consultation with the child, in order to restore the child’s self-esteem, dignity and self-worth and nurture him into a responsible citizen and accordingly the plan shall address the following, including but not limited to, needs of a child, namely: -
 - a. health and nutrition needs, including any special needs;
 - b. emotional and psychological needs;
 - c. educational and training needs;
 - d. leisure, creativity and play;
 - e. protection from all kinds of abuse, neglect and maltreatment;
 - f. restoration and follow up;
 - g. social mainstreaming;
 - h. life skill training.

C. All words and expressions used but not defined in these Guidelines shall have the same meaning as assigned to them in the Juvenile Justice (Care and Protection of Children) Act, 2015.

3. Premise

i. Non- formal Kinship

In India, non- formal kinship care is strong. Children without families or with families who are unable to care for them are provided care by the members of the joint/extended family members. In case a relative is not available or willing to take care of the child, then the child is placed with a willing family who shares a cultural, tribal and /or community connection same to that of the child including friends of the parents, neighbours and members of the same community/clan. This arrangement is not to be formalized in these guidelines as such care is embedded in our social milieu. Such non formal kinship will continue as it is traditionally practiced in the country and will not be covered under these guidelines. In case such non formal Kinship care requires financial support it shall be considered under sponsorship program as provided for under the Act or any other program of the State Government.

ii. National Policy for Children, 2013

The National Policy for Children adopted in 2013 recognises that all children have the right to grow in a family environment, in an atmosphere of happiness, love and understanding. The family or family environment is most conducive for the all-round development of children and they should not to be separated from their parents, except where such separation is necessary in their best interest.

4. Foster care

Foster care according to Section 44 of the JJ Act, 2015 children in need of care and protection may be placed in foster care, including group foster care for their care and protection through orders of the Committee. Placement may be

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(a) in a family which does not include the child's biological or adoptive parents i.e in an unrelated family recognised as suitable for a short or extended period of time;

(b) in a fit facility recognised under the Act for group foster care

4.1. Foster care is an arrangement whereby a child is placed for the purpose of alternate care in the domestic environment of a family, usually on a short term or extended period of time, with unrelated family members for purpose of care and protection.

4.1.1. While placing a child in foster care, preference is given to those families that share similar cultural, tribal and /or community connection. Foster care can be short term or for extended period of time depending upon the needs of the child. The situations under which Foster care can be given will rest on the CWCs based on their assessment of the individual case presented before them.

Definition

- i. Foster care for short term period means for a period of not more than one year.
- ii. Foster care for extended period of time is placement of a child by the Committee for a period exceeding one year. The duration whether short or long term will also be based on the assessment of the compatibility of the child with the foster care parents the period of placement can be periodically extended by the Committee till the child attains 18 years of age.

4.1. 2 Group foster care is defined as a family like care in a fit facility for children in need of care and protection who are without parental care. The aim is to provide personalised care and a sense of belonging, identity and emotional security.

Group foster care is also practiced as an intermittent arrangement suitable for children picked up from streets before placing them in family foster care. Such placements help to make seamless transition from group to family care. This placement aims to wean the children from street life. It can also help in de- institutionalising a child in providing alternate care to the child. Hence, Group Foster care is practiced as a family setting where a group of unrelated children are placed under the care of foster care givers in a fit facility.

4.1.3 There are various models of group foster care which are being practiced across the Country. These models are providing both short term and extended security and stability to a limited number of children in as close as possible family like settings or atmosphere. But they all must be registered as fit facility under J J Act and the placement of children is to be as per the orders of CWCs.

5. Fundamental Principles of Foster Care

- i. Family or a family like environment is most conducive for a child and every child has the right to grow in such an environment;
- ii. Recognizing that every child has the right to grow in a family environment, every attempt must be made to reunite the child with his biological family by strengthening the biological family through a planned process;
- iii. All decisions, initiatives and approaches falling within the scope of the present Guidelines are to be made on a case-by-case basis, based on the principles of necessity and appropriateness with a view, to ensure the child's safety and security, and must be grounded in the best interests of the child; He/she should be informed and prepared throughout the process;
- iv. All decisions, initiatives and approaches falling within the scope of the present Guidelines must respect the child's right to be consulted and to have child's views duly taken into account in

accordance with his evolving capacities; with full participation of families and legal guardians where available;

- v. Siblings and twins should be placed in one family or fit facility; the limit on number of children to be placed in a single family or fit facility can be relaxed in such a case.

6. Placement of the child in family or group foster care

- i. The appropriateness of placement of a child in family foster care or in group foster care in a fit facility may be determined by CWC. Some of the factors to be borne in mind while taking the decision are given below:

- level of trauma experienced by a child,
- history of drug addiction,
- level and type of disability,
- social behavior,
- requirement of any specialized care, terminal illness etc. and
- need to de institutionalize a child
- availability of facilities including

- ii. Preference and consent of the child, or parents or guardians, as the case may be

- iii. Availability of the option

- iv. Suitability of the option

7. Children eligible for foster care

Children in the age group of 0 to 6 years who are being considered by the Committee as legally free for adoption and those who have been declared legally free for adoption shall not as far as possible be considered for placement in foster care. Such children shall be provided a permanent family through adoption as per Adoption Regulations.

A. Children who are not being adopted after being declared legally free for adoption by CWC

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(1) The following categories of such children may be considered for Foster Care in following circumstances:

- i. If adoptable children between the age of 6 to 8 years do not get a family either in in-country adoption or in inter-country adoption within a period of two years after they are declared legally free for adoption by Child Welfare Committee, such children to be eligible to be placed in family foster care or group foster care, as the case may be, by the Committee on the recommendation of District Child Protection Unit or Specialised Adoption Agency.
- ii. Children in the age group of 8 to 18 years, who are legally free for adoption but have not been selected by any Prospective Adoptive Parent (PAP) for one year are eligible to be placed in family foster care or group foster care, as the case may be, by the Committee on the recommendation of District Child Protection Unit or Specialised Adoption Agency.
- iii. Children with special needs, irrespective of the age, who do not get a family either in in-country adoption or in inter-country adoption within a period of one year after they are declared legally free for adoption by Child Welfare Committee, such children are eligible to be placed in family foster care or group foster care, as the case may be, by the Committee on the recommendation of District Child Protection Unit or Specialised Adoption Agency, provided the Home Study Report of the foster family supports their fitness and group setting has facilities for care of such children.
 - a) The capacities of the foster family to manage the child shall determine the placement of special need children in that family.
 - b) Similarly, the placement of special need children in a fit facility shall be determined by the availability of facilities required for such children in a fit facility

B. Children not declared legally free for adoption by CWC

Where the child has remained with a foster family for a minimum of five years other than in pre-adoption foster care, the foster family may apply for adoption of the child. Such foster parents will have to register on a separate page created on Child Adoption Resource Information and Guidance System under the Adoption Regulations, 2016.

C. Children who may be deinstitutionalized and placed in Group Foster care

- i. Children in the age group of 6-18 years who have been staying in child care institutions and have not been declared legally free may be placed in foster care based on their individual care plan developed in the institution;
- ii. Children whose parents are terminally ill and have submitted a request to the Committee or the District Child Protection Unit for taking care of their child as they are unable to take care of their child; Such children may be preferably placed in group foster care in a fit facility;
- iii. Children identified by DCPU such as those
 - whose parents are mentally ill and are unable to take care of the child;
 - whose one or both parents are in jail;
 - who are victims of physical, emotional or sexual abuse, natural /manmade disasters, agrarian distress and domestic violence etc.

8. Rights and Responsibilities of foster family/ care givers of the fit facility

8.1 Rights of a Child under Foster care

- i. Child Welfare Committee, in conjunction with district and state functionaries shall ensure that the foster child's best interest is

upheld and his views are taken into consideration as far as possible in his placement as well as the individual care plan developed;

- ii. Child shall have access to information on the situation of his biological family;
- iii. Child shall have information/ access regarding government schemes and programs for his/her development.

8.2 The foster parents have following rights:

- i. Right to be heard and respected;
- ii. Right of non-discrimination on the basis of their social origin
- iii. Right to adopt the same child following procedure prescribed in JJ rule 44 (v)

8.3 The care givers of the fit facility have following rights:

- i. Right to be heard and respected;
- ii. Right of non-discrimination on the basis of their social origin
- iii. Right to undergo trainings and counseling
- iv. Right to resign as per the terms and conditions of appointment and entitled to pay PF/retirement allowances

9. The foster family has the following responsibilities towards the child placed in their care:

9.1 The Foster family shall

- provide adequate food, clothing, shelter and education
- provide care, support and treatment for child's overall physical, emotional and mental health;
- provide vocational training according to the age, developmental needs and interests of the child;
- support higher education requirements;
- ensure protection from exploitation, maltreatment, harm, neglect and abuse and that child's whereabouts are known always;

- respect the privacy of the child and his biological family or guardian, and acknowledge that any information provided about them is confidential and is not to be disclosed to another party without prior consent;
- provide treatment in emergency situations and inform the Committee and biological family about the same which may pass appropriate orders wherever necessary;
- share and discuss information pertaining to the progress of the child in adjusting to the home and school; periodically with the Committee and biological family of the child and produce the child before the Committee as and when directed by the Committee;
- support contact between the child and DCPU staff during home visits;
- support contact between the child and his biological family in consultation with the Child Welfare Committee keeping in view the best interest of the child;

9.2 Responsibilities of the care givers of the fit facility:

Besides providing food, boarding, lodging, education and maintaining the standards of care in the fit facility, the care givers shall

- share and discuss information pertaining to the progress of the child in adjusting to the home and school; periodically with the Committee and biological family of the child and produce the child before the Committee as and when directed by the Committee;
- support contact between the child and DCPU staff during home visits;
- support contact between the child and his biological family in consultation with the Child Welfare Committee keeping in view the best interest of the child;
- seek approval of the Committee through DCPU in advance for serious medical matters such as operative procedures and the use of anesthesia;
- ensure that the child's whereabouts are known at all times, including reporting any changes in holiday plans and any episodes of running away of child to the Committee;

- report to the DCPU in case of any critical incidents such as injuries (accidental or non-accidental), instances of alleged abuse by any person and any criminal or self-harming behaviors exhibited by the child;
- support initiatives to provide life skills, vocational and higher education to the child

10. Criteria for Selection of foster family

10.1 As per section 44(2) of the Act, the selection of the foster family may be based on family's ability, intent, capacity and prior experience of taking care of children.

The District Child Protection Unit, while selecting foster family may consider the following illustrative criteria:

- i. Both the spouses must be Indian citizens;
- ii. Both the spouses must be willing to foster the same child;
- iii. Both the spouses must be above the age of 35 years and must be in good physical, emotional and mental health;
- iv. Ordinarily the foster family should have an income with which they are able to meet the needs of the child;
- v. Medical reports of all the members of the foster care family residing in the premises should be obtained including checks on Human Immuno Deficiency Virus (HIV), Tuberculosis (TB) and Hepatitis B, any other communicable disease, cancer etc to determine that they are medically fit;
- vi. Should have adequate space and basic facilities;
- vii. Should be willing to follow rules laid down including regular visits; to doctors, maintenance of child health and their records;
- viii. Should be willing to attend foster care orientation programs organized by the DCPU;
- ix. Must be without criminal conviction or indictment;
- x. Should have supportive community ties with friends and neighbors

10.2 Criteria for selecting fit facility for group foster care:

The District Child Protection Unit, while selecting Fit facility for Group foster care may consider the following illustrative criteria:

- (i) Registration of the organisation under the Act;
- (ii) Recognition as fit facility by CWC for placement of children in group foster care;
- (iii) Registration as NGO on the NITI Aayog website;
- (iv) Existence of Child Protection Policy;
- (v) Medical reports of all the care givers of the fit facility should be obtained including checks on Human Immuno Deficiency Virus (HIV), Tuberculosis (TB) and Hepatitis B, any other communicable disease, cancer etc to determine that they are medically fit;
- (vi) The care givers shall be without criminal conviction or indictment;
- (vii) **Space required:** The accommodation shall be sufficiently spacious with proper amenities for a group of children (maximum 08 children) to reside; could have children from both genders, hence adequate space to ensure privacy;
- (viii) Sufficient space and proper amenities for children;
- (ix) Should have an in-house kitchen and separate toilets and bathroom. There should be at least 1 toilet for every 4 children;
- (x) Should preferably have the look and feel of a house providing a family environment, rather than an institutional setting;
- (xi) These fit facilities for group foster care shall be located within an existing neighbourhood to encourage local interaction;
- (xii) Recruitment procedures of care givers should in accordance with the qualifications as may be prescribed by State Government;
- (xiii) Generally they must have empathy and bonding with children;
- (xiv) Pre-service training should be provided for each foster care giver in the fit facility for group foster care;
- (xv) Should have retirement policy for care givers;

Chapter II: Procedures Related to Placement of Children in Foster Care

District Child Protection Unit is the nodal authority for implementing the foster care programme in a district. All decisions related to placement of a child in foster care are to be taken by the Child Welfare Committee of the district on the recommendation of DCPU

2.1 Procedure for placement of children living in Child Care Institutions

2.1.1 Preparation of Individual Care Plan

- i. Every child shall have an Individual Care Plan to be filled by the case worker/social worker/probation officer who has been assigned the case of the child. **Refer to Form 7 of the JJ Rules, 2016.**
- ii. The individual care plan shall be periodically reviewed and adjusted according to the needs and best interests of the child.

2.1.2 Preparation of Child Study Report

For every child identified for placing in foster care, a detailed child study report shall be prepared based on **Form 31 of the JJ Rules, 2016.**

2.1.3 Recommendation for placement of child in Foster Care

- i. Based on the Individual Care Plan and child study report, the Child Welfare Officer/ Social Worker from the Child Care Institution shall recommend children who may benefit from being placed in Foster Care.
- ii. The list of such identified children in CCIs eligible for foster care including those who have not been given in adoption as identified in para 1.5 of these guidelines after being declared legally free for adoption shall be forwarded to the District Child Protection Unit by CCI person in charge.

2.1.4 Identification of foster families by DCPU

- i. The District Child Protection Unit (DCPU) shall identify families who are willing to take children in foster care along with their preference of the child. For this purpose, the DCPU shall place advertisement in local newspapers periodically calling for applications for family foster care. The model application format to be submitted by the foster family in response to the advertisement is placed as **Annexure – A**.
- ii. The District Child Protection Unit shall shortlist the applicants based on the criteria in para 10.1 of Chapter I of these Guidelines and conduct interviews with the foster families which will help in assessment of the prospective foster family. An assessment report of foster family may be prepared as per **Annexure - B**.
- iii. The District Child Protection Unit will also verify two references from individuals of good standing from the community that are provided by every foster family.
- iv. The DCPU, while making an assessment of the prospective foster family shall thoroughly check their economic status to ensure that they are able to meet the needs of the child and are not dependent on the foster care maintenance payment for the child; however if it assessed that all other criterion being satisfied and only financial support is required, and in the absence of alternatives, the case shall be recommended to a committee constituted for the purpose in the district ,after the final orders of CWC. The financial support may be provided later too especially in case of higher studies, if need be.
- v. District Child Protection Unit shall maintain a roster/panel of prospective foster families giving details about the kind of foster care willing to provide every year which shall be forwarded to the Child Welfare Committee for placement of children in foster care.
- vi. The DCPU shall initiate preparation of the child for placement in foster care and initiate the matching process for foster parent and foster child and prepare report for the same. These reports are to be filled out

parallelly by DCPU during the matching process and submitted with a written covering letter for the match to the CWC.

2.1.5 Preparation of Home Study Report of the Prospective foster family

Simultaneously, on receipt of list of prospective foster families, the Child Welfare Committee shall ask the District Child Protection Unit to conduct the Home Study as per **Form 30 of the JJ Rules, 2016**.

2.1.6 Matching of Child with foster family:

Based on the Home study Report of the foster family and the Child Study Report of the child and the matching report, the District Child Protection Unit shall recommend the placement of the child with prospective foster family; the Committee shall initiate the process of giving order for placement of the child.

2.1.7 Identification of fit facility by DCPU

- i. The District Child Protection Unit (DCPU) shall also identify fit facility based on the criteria given in para 10.2 of Chapter I of these Guidelines, willing to take children in group foster care by placing advertisement in local newspapers calling for applications;
- ii. Similarly, the DCPU shall interview the office bearers of the organisation maintaining the fit facility and its care givers for group foster care thereby making an assessment of the facilities and care givers;
- iii. The District Child Protection Unit will also verify two references from individuals of good standing from the community that are provided by every fit facility for group foster care;
- iv. The DCPU shall cross check the registration of the organisation under the Act, its recognition, child protection policy, medical reports of the care givers, police verification etc as prescribed in para 10.2 of these guidelines;

- v. Also check registration on Niti Aayog portal if applicable;
- vi. FCRA registration in case in receipt of foreign funds.

2. 1.8 Matching of Child with care givers of the fit facility

Based on the inspection of the fit facility, the Child Study Report of the child, and the compatibility of the child with the care givers of the fit facility, the District Child Protection Unit shall recommend the placement of the child in group foster care in a fit facility.

2.1.9 Procedures Prior to Final Foster Care Placement order by the Committee

The placement of the child shall be handled with utmost sensitivity and in a child-friendly manner by specially trained persons.

A. Placement of the child with the foster family

- i. After matching a child with prospective foster family, the Child Welfare Committee, shall allow through an interim order, the child and the foster family to have restricted interaction in the presence of social worker for a period of one month such as short meeting followed by an outing, followed by child's visit to the foster family's home to meet all the other family members.
- ii. After the interim order, the compatibility of the child with foster family shall be evaluated by the District Child Protection Unit and a report shall be submitted to the Child Welfare Committee including whether financial support is needed or not within 15 days.
- iii. In case the financial support is requested, if no alternative, then only in such cases the District Child Protection Unit shall initiate the procedures for the same and seek approval, within 15 days and refer the case back to the Child Welfare Committee for the final order.

B. Placement of the child in group foster care in a fit facility

After matching a child with prospective care givers of the fit facility, the Child Welfare Committee, shall allow through an interim order, the child and the care givers to have restricted interaction in the presence of social worker such as short meeting, followed by child's visit to the fit facility to meet all the other children.

2. 1.10 Final Placement Order by the Child Welfare Committee

- i. After review of the compatibility report submitted by District Child Protection Unit, the Child Welfare Committee shall make a final order in **Form 32 of the JJ Rules, 2016** for support to the child through family Foster Care or in group foster care in a fit facility and send a copy to District Child Protection Unit for appropriate action.
- ii. In cases where no financial assistance is required, the final order by the Child Welfare Committee shall be given ordinarily within 60 days of passing the interim order.
- iii. In cases where financial assistance is required, the Child Welfare Committee shall pass the final order ordinarily within 75 days of passing the interim order.
- iv. The fit facility may be supported for financial support required for higher education of the foster child over and above the child maintenance grant of Rs.2000 per month per child which the fit facility will get as it is a registered CCI. The fit facility may request the State government for the additional amount on case to case basis.

2. 1.11 Undertaking by Foster Parents/care givers

The foster parent and the care givers of the fit facility shall be required to sign an undertaking for foster-care of the child in the prescribed format which is placed at **Form 33 of the JJ Rules, 2016**.

2.2 Procedure related to placement of children living in Community

2. 2.1 Identification of Children eligible for foster care placement

The District Child Protection Unit shall create awareness on the foster care programme and identify children without parental support and maintain a list of such children while conducting vulnerability mapping and district need assessment. Such children may also be selected for placement in foster care on the basis of child study report prepared in **Form 31 of the JJ Rules, 2016.**

2.2.2 Further Procedures

Further procedures for preparation of child study report, identification and recommendation of child for foster care, identification of foster families and fit facilities, preparation of Home Study Report of prospective foster families, matching of children, foster care placement, and undertaking by foster parents and care givers of the fit facility for Group foster care shall be as per para 2.1.1 to 2.1.11 of this Chapter.

2. 2.3 Suo Motu care by foster families /care givers of fit facility

In case foster families or the foster care givers of the fit facility, wish to suo motu take care of a child in situations where the child is in urgent need of care, they may file an application before the Child Welfare Committee. The Child Welfare Committee after due diligence and as per prescribed procedures may approve the placement of the child in their care - family or Group Foster care in a fit facility within 60 days.

2.2.4 Counselling of the Child while deinstitutionalising

Preparation of the child for the change in environment from a CCI into a family or fit facility is of utmost importance. The impact of a new placement can be stressful for a child and requires in- depth counselling.

The interim period before the final placement of the child with the foster family or fit facility is very crucial and should be handled with care by trained professionals. The type of preparation will also depend upon the age of the child and the reason for placement of the child in foster care, especially in the case of older children or separation from a biological family due to difficult circumstances.

Hence, special attention shall be given to those children whose biological parents are either imprisoned or undergoing prolonged hospitalisation and these children need to be given every opportunity to maintain contact with their biological parent(s). This period shall include counselling and guidance for holistic adjustment of child with foster family including the biological children of that family.

2.2.5 Counselling of the care givers in the fit facility

Counselling shall be provided to the care givers of the fit facility in Group foster care so as to enable them to cope with their overall responsibilities of caring for a child.

These care givers may also have their own biological children staying in the fit facility, these children along with the care givers should also be provided counselling for adjustment with the children placed in group foster care.

2.2.6 Counselling of the Child and biological parents

Recognizing that every child has the right to grow in a family environment, every attempt shall be made to reunite the child with his biological family, if possible. The counselling for biological parents (in case they are alive and available) is to be provided for making them able to receive the child back.

Modules/templates developed for counselling of the child before and during placement, biological parents and counselling of the foster family and care givers of the fit facility during the process of matching are provided at **Annexure C-1 to C- 4 respectively.**

2.3 Commencing Foster Care

Wherever financial support is requested and duly approved, or when such support is not requested, the District Child Protection Unit shall arrange for escorting the child to the foster family's residence. The financial support shall be directly transferred from the District Child Protection Unit's bank account to the Post Office/bank account in the name of the child to be jointly operated by the child and one of the foster parent, at the beginning of every quarter. However, no such bank account is opened in a fit facility.

Similarly, the District Child Protection Unit shall arrange for escorting the child to the fit facility for group foster care.

The District Child Protection Unit shall also provide assistance to the foster family and fit facility in enrolment of the child in a school near his/her place of residence if so requested for.

2.4 Financial Support

Wherever financial support is requested for the care of a child, after due approval, the foster parents will be given financial support of not less than Rs. 2000 per month per child. The financial support may also be provided from the Juvenile Justice Fund or any other scheme or program of Central & State Government. The same financial norms of Rs 2000 will also apply for children placed in group foster care.

2.8 Sponsorship and Foster Care Approval Committee (SFCAC)

The State Government may set up in every district a Sponsorship and Foster Care Approval Committee (SFCAC) to review and sanction sponsorship and foster care fund. The SFCAC shall meet every month. Each case shall be disposed within 75 days, in exceptional cases, the total time taken to dispose of a case shall not exceed three months from the date of the receipt of the application.

2.9 Safeguards- recommendatory

- i. Not more than two children shall be placed at a time with a foster family;
- ii. Number should not exceed 4 children including biological children in family foster care;
- iii. Number should not exceed 08 children including biological children in group foster care with one set of care givers in one unit except in extra ordinary circumstances;
- iv. The only exception will be in case of siblings who shall be preferably placed together in a single family or same fit facility;
- v. Where relevant and necessary, biological parents' consent is required in foster placement;
- vi. If there is a biological special need child in the foster family then no special need child should be placed as foster child in that family. Instead the be placed in a fit facility having all facilities for a special need child;
- vii. As far as possible, the children will be placed with foster families having same socio-cultural milieu and ethnic groups.

Chapter III: Monitoring and Review

3.1 Monitoring of Placement

The DCPU and the Child Welfare Committee shall conduct either by itself or through social workers attached to a CCI, a periodic review of the placement in the best interest of the child and take appropriate action including extension or termination of the foster care placement.

The District Child Protection Unit shall maintain a record of each child in foster care as per **Form 34** of the JJ Rules, 2016.

The Committee shall conduct monthly inspection of the foster families or foster care givers as per **Form 35** of the JJ Rules, 2016 to check the well-being of the child.

The monitoring tools for the foster care placements; for monitoring the investigation and interventions done for the complaints by children of maltreatment, exploitation and abuse are placed at **Annexure D 1-2 respectively**.

The form for making a complaint is placed at **Annexure E - 1**. The investigation form is placed at **Annexure E - 2**.

Data should be maintained electronically.

3.2 Tracking Progress of the Child

The District Child Protection Unit or an NGO or social worker identified by District Child Protection Unit must ensure that the visit to each foster family is undertaken at least once a week for the first month followed by monthly visits for next 06 months and thereafter bi annually till foster care is complete of which records are to be maintained;

- Create and maintain Individual Case Files for each child in foster care;
- Make monthly visits to the school in the first quarter and thereafter quarterly visits for a period of one year followed by six monthly visits till the completion of foster care placement;

- Obtain and maintain school attendance certificates or report cards as part of child's records;
- Note the general well-being of the child, including his health, and the general family environment;
- Recommend extension or termination of the foster care agreement based on the progress of the child.

3.3 Records to be maintained by District Child Protection Unit

The District Child Protection Unit shall maintain following physical or computerized records:

- (i). A master register of children in the foster care program which shall provide a complete, disaggregated picture of the process including:
 - a. Details of the child placed in foster care
 - Photograph of the child, foster parents/care giver of the fit facility, biological parents, if available. Age at the time of placement (copy of birth certificate if available)
 - Gender
 - Parental status
 - The photographs to be refreshed every year
 - Aadhar card number of the child
 - b. Details of the placement
 - individual or group
 - Date of placement as per CWC orders
 - Period of placement according to the Child Welfare Committee Order
 - Date and reasons for extension or termination of placement, as applicable

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- c. Details of disbursement of Foster Care Grant as per the Minutes of Sponsorship and Foster Care Approval Committee meetings including reasons for financial support
- (ii). Individual Case File of every child placed in foster care which shall include:
- Source of referral of the child
 - Home Study Report of the biological family, where applicable with photograph
 - Home Study report of the foster family- with photograph
 - Matching report of the child with foster family/ care givers of the fit facility
 - Child Study Report
 - Individual Care Plan
 - Placement order of the Child Welfare Committee
 - Record (number and significant details) of each visit to the child, foster family, biological family , if available and child's school
 - Record of the perception, opinion and suggestions given by the child regarding his placement
 - Record of all reviews of the placement including observations, extent and quality of compliance with Care Plan, child's developmental milestones, child's academic progress, and any changes in family environment
 - In the case of extension or termination of the placement, record of date and reason for termination
 - The formats for maintaining record of case visit to the child's foster family is placed at **Annexure F**.

3.4 Submission of Quarterly reports to Sponsorship and Foster Care Approval Committee (SFCAC)

The DCPU or its nominee or authorized representative shall present Quarterly Reports of each child before the Sponsorship and Foster Care Approval Committee (SFCAC) for review and recommendation to the Child Welfare Committee.

3.5 Termination of Foster Care

- (i). The Child Welfare Committee, after consideration of the recommendations of the Sponsorship and Foster Care Approval Committee and the report of District Child Protection Unit, has the right to terminate a foster care placement;
- (ii). The Child Welfare Committee shall give notice in writing and consider the views of the foster families/ care givers of the fit facility before termination of the foster care placement;
- (iii). Once the review has been conducted and the foster parents /care givers of the fit facility have been given proper notice, the Child Welfare Committee shall record the date and reasons for terminating the placement in the order issued along with an order to place the child in another suitable foster family or placed in a child care institution or another fit facility for group foster care;
- (iv). Termination of a foster care placement may occur in the following cases:
 - When the child attains the age of 18, foster care is deemed to have concluded and the child has the option to avail services of aftercare programme. The joint bank account opened in the name of the child and one of the foster parent for transferring financial support under foster care shall be transferred into the child's name.

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- When a child is placed in foster care due to non-availability of biological parent (e.g. due to imprisonment or institutionalisation for treatment of mental illness), the foster care placement may be terminated when the biological parent is released and requests the Committee for the custody of the child. The Child Welfare Committee shall issue a specific order if deemed fit for the reunification of the child with biological parent.
- When a legally free child above the age of six years during his placement in foster care also finds a suitable adoptive family, the Child Welfare Committee after obtaining the child's consent, may terminate the foster care placement and may give him in adoption.
- When a complaint is made by either the child, relatives, or member(s) of the community, and after due inquiry by the District Child Protection Unit observes the following during a home visit to the family or fit facility
 - The child has stopped going to school or the attendance of the child in school is below 75% (special circumstances such as disability or illness of the child shall be considered as an exception).
 - The child has been/ is being subjected to physical, emotional, sexual abuse and/or neglect in the foster home.
 - The child has been/ is engaged in labour in violation of labour laws
 - Misappropriation of the foster care financial support for the child in family or fit facility by the parent/ care givers

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- When a complaint or request is made by either the child, care givers/ parents, or relatives, or when the DCPU observes the following during a home visit to the family or fit facility
 - Foster parents or the care givers of the fit facility and the child are unable to adjust in the placement in spite of counselling.
 - Foster parents or the care givers of the fit facility are no longer 'fit' to adequately meet the child's social, emotional and developmental needs.
 - In a fit facility the child is unable to adjust and requires special support (eg. De addiction facilities)
- Disruption due to death, divorce or separation of the Foster parents, the child shall be sent back to the CCI till further orders of the placement to another foster family or fit facility by the CWC

Chapter IV: Role of Authorities and Agencies

4.1 Role of District Child Protection Unit (DCPU)

Under the JJ Act a District Child Protection Unit (DCPU) has to be set up in each district as a fundamental unit for child protection measure. The DCPU headed by DCPO coordinates and implements all child rights and protection activities at district level. It functions with a team of 12 members under the overall administrative control and supervision of the District Magistrate of the district concerned. The District Child Protection Unit has 12 staff including Protection Officer Institutional care and Protection Officer Non – Institutional care. This unit is specifically responsible for the following activities:

- Carrying out all activities related to child protection, including the administration of the Foster Care Program;
- Shall identify and prepare a panel of suitable NGOs/Voluntary Organizations/ Social worker to work with it on Foster Care program;
- Maintaining all information pertaining to the Foster Care Program and being the contact point for all the Child Care Institutions and Specialized Adoption Agencies in the district;
- Advocacy, training and capacity building of stakeholders in the district on the Foster Care Program such as Child Welfare Committee, NGOs, foster families/ care givers etc with help of specialized agencies and institutions;
- Selecting and maintaining separate roster of prospective parents opting for family foster care and group foster care fit facility;
- Maintaining a database, preferably on an electronic portal developed by the State government of all Foster Care placements (family and group placements) including details of the parents / Foster Care fit facilities and the child until the child attains the age of 18 years;
- Transferring joint bank account in the name of the child when he attains 18 years of age;
- Ensuring the Foster Care parent to register for an Aadhar number for themselves and the child as this would enable tracking of the child

during the placement and after; If the parents already have a registered Aadhar number, then they should link the child to their Aadhar details;

- Addressing complaints through investigations and interventions etc;
- Monitoring and evaluation of the Foster Care Program in the district a whole on a regular basis;
- Recommending termination of Foster Care placement to the Child Welfare Committee for one or more of the reasons outlined in Section 3.5 of Chapter III;
- Recommending extension of Foster Care Placement provided that the progress of the child is satisfactory and other alternate options are not available including re-unification of the child with his biological parents.

4.2 Role of District Child Protection Officer (DCPO)

- The District Child Protection Officer who is the head of DCPU shall function as the nodal officer for the Foster Care Program and shall receive regular reports regarding ongoing cases from the Protection Officer – Non Institutional Care;
- Maintaining a roster of prospective parents/ fit facilities opting for family and group foster care.
- The District Child Protection Officer shall assess the cases managed by the Protection Officer, counsellor and others working in the District Child Protection Unit from time to time to ensure time stipulations are adhered to;
- The District Child Protection Officer shall guide the parents /Care givers of fit facilities opting for family and group foster care and the child on their responsibilities and support available to them under the Foster Care Program;
- The District Child Protection Officer shall submit a Quarterly Report to the SFCAC and an Annual Report to the State Child Protection Society.

4.3 Role of Protection Officer-Non Institutional Care (PO-NIC) and Protection Officer-Institutional Care (PO-IC)

- The Protection Officer –Non Institutional Care is responsible to take up cases for individual and group foster care. He will have the support of the Protection Officer-Institutional Care to identify cases of children living in the Child Care Institutions as per para 2.1 of these Guidelines.
- The Protection Officer –Non Institutional Care and Protection Officer – Institutional Care shall scrutinize the documents for eligibility of children and both shall work in coordination in the best interest of the child or children;
- The Protection Officer-Institutional Care shall collect and compile data on different dimensions of the child protection problems in terms of number of children requiring support, number of children in institutions and the kind of services they need;
- The Protection Officer-Institutional Care shall ensure setting up and management of the child tracking system of all institutional care program on the portal set up by the State Government ;
- Protection Officer –Non Institutional Care is responsible for preparing Home Study Report of the Foster families and matching the Foster Care family or fit facility with the needs of the child once the needs have been assessed;
- In case of the child whose parents are in jail, the Protection Officer – Non Institutional Care will approach them for taking their consent for placement of the child in Foster Care.
- The Protection Officer –Non Institutional Care will facilitate the applications given by the parents of the terminally ill children with the Child Welfare Committees requesting to place their children in foster care.

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- A combined list for children recommended for Foster Care within institutions and those who are not in institutional care will be prepared by Protection Officer –Non Institutional Care.
- Only cases where financial support is requested by the foster parents for placement of the child and those non formal kinship arrangements requiring sponsorship will be placed before the Sponsorship and Foster Care Approval Committee for consideration and approval, every month.
- Protection Officer – Non Institutional Care will ensure that counselling and guidance is provided to the child and the Foster Care family before and during the period of foster-care as prescribed in para 3 of Chapter-II of these guidelines;
- Protection Officer –Non Institutional Care to supervise the care arrangement till the child is 18 years of age, with the help of the counsellor, social worker and community volunteers working in the District Child Protection Unit;
- In case biological parents are alive, the Protection Officer –Non Institutional Care will ensure that they keep in contact with the child through scheduled visits;
- Protection Officer –Non Institutional Care will monitor the Foster Care programmes through regular visits to the Foster Care family, or group setting and community as prescribed in these guidelines and maintain records of the same.

4.4 Role of Child Welfare Committee

- In case a family directly approaches the Child Welfare Committee for fostering the child eg. requests of terminally ill parents or in suo motto cases, the Committee, if agrees with the urgency of the situation, shall ask District Child Protection Unit to conduct a child study and a home study by itself or through counsellors on its panel;

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- Examine HSR of the prospective Foster Care family opting for family details of fit facility after being satisfied declare them as ‘fit persons’ **as per Form 32 of the JJ Rules, 2016.**
- The Child Welfare Committee will examine the Individual Care Plan of the child, consent of parents wherever required and approvals of SFCAC in cases requesting financial support submitted by the DCPU and satisfy itself regarding the suitability for placement in Foster Care;
- In case of a child who is able to understand, the Child Welfare Committee may also interview the child to take his/her consent;
- The Committee shall consider the matching report submitted by the DCPU;
- The Child Welfare Committee shall make an order in prescribed format given at Form 32 of the JJ Rules, 2016 for support to the child through Family Foster Care or group foster care in a fit facility and send a copy to District Child Protection Unit for appropriate action;
- The Child Welfare Committee shall initially conduct monthly inspections for the first three months and thereafter one inspection every six months, of the foster families or fit facility as per Form 35 of the JJ Rules, 2016, to ensure that the child is being properly cared for;
- After reviewing the standard of care given to the child the CWC shall pass orders for extension of foster care placement or orders of termination in case of unsatisfactory care and shall decide on alternative rehabilitation measure for the child.

4.5 Role of Non Governmental Organisations

Non Governmental Organisations empanelled by District Magistrate may support DCPU in:

- Short listing of eligible children;

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- Preparation of Individual Care Plan, Child Study Report and Home Study Report;
- Counselling for the child, foster care givers/parents and biological families, as required
- Training of foster care givers of the fit facility
- Preparation of Information, Education and Communication material
- Spreading awareness on the Foster Care Programme and Advocacy

Periodic / regular inspections of placement of children in family and group foster care

Chapter V: Miscellaneous

5.1. Information Education and Communication Material

Foster families and care givers of the fit facility shall be provided with Information Education and Communication (IEC) material prior to placement of the child on topics such as:

- Challenges of being foster parent or a care giver
- Helpful tips for foster parent and care giver
- Rewards of being foster parent
- Steps of being a foster parent

The above mentioned documents are attached to the Guidelines at **Annexure G**. This material can be used for making handouts, posters etc.

6. The State Government may develop electronic formats for maintaining data base and issue detailed guidelines.

7. Relaxation and interpretation to the Guidelines

- i. These Guidelines are issued having regard to the provisions of the existing law and for the interpretation; the relevant law is to be referred to.
- ii. In case of ambiguity or any dispute, the power to interpret these Guidelines vests with Ministry of Women and Child Development GOI.

INDIVIDUAL CARE PLAN

Name of Case Worker/Child Welfare Officer/Probation officer.....

Date of preparing the ICP

Case/Profile No.....of 20.....

FIR No.....

U/Sections (Type of offence),applicable in case of Children in Conflict with Law.....

Police Station.....

Address of the Board or the Committee.....

Admission No.(if child is in an institution).....

Date of Admission (if child is in an institution).....

Stay of the child (Fill as applicable)

- (i) Short term (up to six months)
- (ii) Medium Term (six months to one year)
- (iii) Long term (more than 1 year)

A. PERSONAL DETAILS (to be provided by child/parent/both on admission of the child in the institution)

1. Name of the Child.....

2. Age/Date of Birth.....

3. Sex: Male/Female.....

4. Father's name:.....

5. Mother's name.....

6. Nationality.....

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7. Religion.....
8. Caste.....
9. Language spoken.....
10. Level of Education.....
11. Details of Savings Account of the child, if any.....
12. Details of child's earnings and belongings, if any.....
13. Details of awards/rewards received by the child, if any.....
14. Based on the results of Case History, Social Investigation report and interaction with the child, give details on following areas of concern and interventions required, if any

S.No.	Category	Areas of concern	Proposed Interventions
1.	Child's expectation from care and protection		
2.	Health and nutrition needs		
3.	Emotional and psychological support needs		
4.	Educational and Training needs		
5.	Leisure, creativity and play		
6.	Attachments and Inter-personal Relationships		
7.	Religious beliefs		
8.	Self care and life skill training for Protection from all kinds of abuse, neglect and maltreatment		
9.	Independent living skills		
10.	Any other such as significant experiences which may have impacted the development of the child like trafficking, domestic violence, parental neglect, bullying in school, etc. (Please specify)		

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B. PROGRESS REPORT OF THE CHILD (to be prepared every fortnight for first three months and thereafter to be prepared once a month)

[Note: Use different sheet for Progress Report]

1. Name of the Probation Officer/Case Worker/Child Welfare Officer.....
2. Period of the report.....
3. Admission No.....
4. Board or Committee.....
5. Profile No.....
6. Name of the Child.....
7. Stay of the child (Fill as applicable)
 - (iv) Short term (up to six months)
 - (v) Medium Term (six months to one year)
 - (vi) Long term (more than 1 year)
8. Place of interview Dates.....
9. General conduct and progress of the child during the period of the report
.....
.....
10. Progress made with regard to proposed interventions as mentioned in point 14 of Part A of this Form.

S. No.	Category	Proposed Interventions	Progress of the child
1.	Child's expectation from care and protection		
2.	Health and nutrition needs		
3.	Emotional and psychological support needed		
4.	Educational and Training needs		
5.	Leisure, creativity and play		
6.	Attachments and Inter-personal Relationships		
7.	Religious beliefs		
8.	Self care and life skill training for Protection from all kinds of abuse, neglect and maltreatment		
9.	Independent living skills		
10.	Any other such as significant experiences which may have impacted the development of the		

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	child like trafficking, domestic violence, parental neglect, bullying in school, etc. (Please specify)		
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11. Any proceedings before the Committee or Board or Children’s Court

- (i) Variation of conditions of bond
- (ii) Change of residence of the child
- (iii) Other matters, if any

12. Period of supervision completed on.....

Result of supervision with remarks (if any).....

Name and Addresses of the parent or guardian or fit person under whose care the child is to live after the supervision is over.....

Date of report.....Signature of the Probation Officer.....

C. PRE-RELEASE REPORT (to be prepared 15 days prior to release)

Details of place of transfer and authority concerned responsible in the place of transfer/release

Details of placement of the child in different institutions/family

Training undergone and skills acquired

Last progress report of the child (to be attached, refer Part B)

Rehabilitation and restoration plan of the child (to be prepared with reference to progress reports of the child)

S.No.	Category	Rehabilitation and restoration plan of the child
1.	Child’s expectation from care and protection	
2.	Health and nutrition	
3.	Emotional and psychological	
4.	Educational and Training	
5.	Leisure, creativity and play	
6.	Attachments and Inter-personal Relationships	
7.	Religious belief	
8.	Self care and life skill training for Protection from all kinds of abuse, neglect and maltreatment	
9.	independent living skills	
10.	Any other	

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1. Date of release/transfer/repatriation.....
2. Requisition for escort if required.....
3. Identification Proof of escort such as driving license, Aadhar Card, etc.....
4. Recommended rehabilitation plan including possible placements/sponsorships....
5. Details of Probation Officer/non-governmental organization for post-release follow-up.....
6. Memorandum of Understanding with non-governmental organisation identified for post-release follow-up (Attach a copy).....
7. Details of sponsorship agency/individual sponsor, if any.....
8. Memorandum of Understanding between the sponsoring agency and individual sponsor (Attach a copy).....
9. Medical examination report before release.....
10. Any other information.....

D. POST-RELEASE/RESTORATION REPORT OF THE CHILD

1. Status of Bank Account : Closed / Transferred
2. Earnings and belongings of the child: handed over to the child or his parents/guardians – Yes/No
3. First interaction report of the Probation Officer/Child Welfare Officer/Case Worker /social worker/non-governmental organisation identified for follow-up with the child post release.....
4. Progress made with reference to Rehabilitation and Restoration Plan.....
5. Family's behavior/attitude towards the child.....
6. Social milieu of the child, particularly attitude of neighbours/community.....
7. How is the child using the skills acquired.....
8. Whether the child has been admitted to a School or vocation? Give date and name of the school/institute/any other agency

Yes/No.....

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9. Report of second and third follow-up interaction with the child after two months and six months respectively.....

10 Efforts towards social mainstreaming and child's opinion/views about it.....

11. Identity Cards and Compensation

[Instruction: Please verify with the physical documents]

IDENTITY CARDS	Present status (Please tick whichever is applicable)		Action taken
	Yes	No	
Birth Certificate			
School certificate			
Caste certificate			
BPL Card			
Disability Certificate			
Immunization card			
Ration Card			
Adhaar Card			
Received compensation from Government			

Signature of the Probation Officer/Child Welfare Officer
Stamp and Seal where available

CHILD STUDY REPORT

CHILD STUDY REPORT		
S. No.	Item	Response
1	Date of Assessment	
2	Source of Referral	
3	Photograph of the Child to be refreshed periodically	
Profile of the Child		
4	Name of the Child	
5	Date of Birth	
6	Place of Birth	
7	Age	
8	Nationality	
9	Religion	

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10	Education	
11	Mother Tongue	
12	Present Address	
13	Aadhaar Card Number	
14	Contact Details Landline Mobile	
15	Placement history if the child is from institution a) Date of Placement b) Name and Permanent details of the child c) Reason for leaving the family	The child has not been placed in adoption

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16	Reason for placement if the child is from community	Mother or both parents in prison <input type="checkbox"/> Parents are suffering from long term illness <input type="checkbox"/> Dysfunctional family(eg substance abuse, domestic violence etc) <input type="checkbox"/> Parents in process of separation <input type="checkbox"/> Parents in process of legal custody dispute <input type="checkbox"/> Natural disaster <input type="checkbox"/> Others <input type="checkbox"/>
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I Social Worker hereby certify that the information given in this form about childis correct.

Place :

Date :

Signature:

Name:

Designation:

ANNEXURE- A

APPLICATION FORM

**To be submitted by foster parents in response to the advertisement given by
DCPU or an Agency permitted by DCPU**

(Photograph
of both the Applicant)

Agency /DCPU Details :

Name of the Agency/DCPU

Address

Telephone

Fax

E-mail

Date (Form Submitted)

B. Details of the Applicant

	Care giver/parent -1	Care giver/parent -2
Name		
Date of Birth		
Age		
Educational status		
Marital status		

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Nationality		
Religion		
Adhar card no.		
Occupation		

- **Address and contact details**
- **Number of biological children**
- **Annual income**
- **Mother Tongue**
- **Other language known**

C. Preference of child to be taken in Foster Care

a) Age Group

i) 6-9 years ii) 10-12 years iii) 13-18

b) Any other preferences :

(Gender, Religion, Disability.)

c) Type of placement

i) Short term

ii) Long term

D. Reasons to be wanting to foster care :

E . We have the consent of all family members including children for fostering a child.

Yes

No

E We agree to participate in all training programmes organized by the Government/ agency?

Yes

No

F. We agree to facilitate the monitoring visit of the CPO/Social Worker to our home and make all our family members available for the meetings?