

Annex 1: Checklist of Standard Operating Procedures for Guardians

Standard Operating Procedures for Guardians: Checklist

Tasks

Instruction: For each of the tasks below please check when accomplished, fill in the date and provide comments, where appropriate.

Within 72 hours

Appointment of guardian by the pertinent public authority

Notifying the residential facility about the guardian's appointment for the particular minor's case

Meeting with the residential facility's personnel to discuss the minor's case

Meeting with the unaccompanied minor (with or without the (physical) presence of an interpreter); exchange of contact information and brochure on the guardian's role; defining nationality and spoken language

Within 1st week

Assessing rapidly minor's basic needs and identifying vulnerability

Development of a plan for the most appropriate accommodation facility: Submission of request for accommodation, in case this has not been done already; inquiry about placing child in foster family; ensuring that mandatory medical examinations for the placement to an accommodation facility are taking place

Notifying the Asylum Service or any other responsible migration service about the guardian's appointment for the particular minor's case, if applicable at this stage

Scheduling of weekly meetings with the child with the help of an interpreter in order to build a relationship of trust, obtain information for his/her past and present and inform the child about his/her rights, obligations and options

Tasks

Within 2nd – 5th week

Tracing and communicating with child's parents or relatives

Assessment of the child's best interests and planning for the next steps regarding the child's case (residency, legal status, education, health, psychological support, other activities)

Registration of international protection application (depending the case, request for family reunification) and submission of relevant official documentation to Regional Asylum Office.

In case of family reunification, investigating the relationship and living conditions of the child's relative and gathering relevant documents – in case it is necessary to receive DNA both from child and his/her relative in order to identify the relationship; offer support to the child during process; and communication with the relative.

If the child is likely to fall under the provisions for residence permit due to humanitarian reasons, submission of request to the competent migration office in cooperation with the actors involved

(Re-)Assessing the available and most suitable option regarding minor's placement in alternative care

Assist the child in acquiring Social Security Number and any other documentation necessary for being able to receive healthcare and social welfare services

On a regular basis/ when appropriate/ when necessary:

Physical & mental health

Catering for the minor's scheduled examinations for identified symptoms

Catering for minor's blood or other tests for regular check ups

Communication and collaboration with medical staff to learn about minor's health

Tasks (2nd – 5th week)

Referral to a psychologist or child psychiatrist for symptoms' diagnosis or/and treatment, if necessary

In case the child presents a disability/impairment of any kind (e.g. sensory, physical, mental; temporary or permanent), referral to the appropriate health services for diagnosis and planning for the appropriate placement, care and rehabilitation

Education/ activities

School enrollment and notification of guardian's appointment

Enrolling the minor for any additional language courses

Enrolling the minor in cooperation with the residential facility in extracurricular activities or language courses

Conducting monthly (or bimonthly) meetings with the school's educational staff and receiving minor's school grades

Justification of absences from school when school class is missed for visiting public services or other legal or health issues

Legal representation & assistance

Supporting the minor in an age assessment process and ensuring that all procedures are conducted legally and with respect to the child's dignity and rights

Accompanying the minor in the Asylum Service for the renewal of the applicant's international protection card (date indicated on the card)

Notifying authorities about any changes to the minor's current residence address

Preparation for the minor's personal interview in Asylum (or other migration) Service and attendance

Collaboration with a lawyer to compose all necessary documents in case of negative decision for family reunification or in any other case where a legal document regarding asylum procedure is required (after

Tasks

the minor's interview, appeal, filing and application for annulment before administrative courts) in order to submit them within the deadline defined by law

Assisting the minor in applying for residence permit & travel documents

In case the minor is suspected or accused of committing a crime, cooperation with Prosecutor and Investigator and lawyer for the child's best interest

In case the minor has gone missing, ensuring that a report is filed at the appropriate state authority (Police)

Case management

Monthly meetings with the minor's reference person from the residential facility

Keeping a record of the child's documents at every stage of his/her case (registration transcript, interview transcript - written and audio, copies of authorities' decisions, appointment of guardian, copy of the international protection card, residence permit copy, copy of travel documents, medical documents, copy of school registration, etc.)

Updating the best interest of the child assessment form and the case plan periodically

Child protection

In case of suspicion or disclosure that a child is a victim of abuse or neglect, making the necessary referrals and reports to the pertinent authorities and agencies

In case of suspicion or disclosure that a child is a victim of trafficking, making the necessary referrals and reports to the pertinent authorities and agencies

In case the child has disclosed that s/he is a victim of torture, if considered on the best interest of the child, refer the case to the certification of victims of torture process



Check	Date	Comments



Tasks

Differentiation in procedures based on the protection framework

Foster care – short term

Collaboration with the social worker/agency responsible for the supervision of foster care

Informing the child about his/her placement to a foster family and what this means (temporary accommodation for the actual care of the child, keeping the foster family's address confidential to third parties or the child's relatives)

Communicating with the child's biological family in order to be informed about the child's placement and the terms of the co-operation (in co-operation with the supervisor social worker)

Mediation between child and foster family in order to make a smooth adjustment, particularly if the child has already developed a relationship with the guardian

Ensuring a safe placement of a minor in the family

Supporting the minor in relation to his/her legal procedures (described above in detail) and cooperation between guardian and lawyer (organizations who provide legal aid) – facilitation of the communication between minor and lawyer and access to documents

Depending on the child's age and the prior relationship between the child and the guardian, entertaining activities can be organized with him/her

Educational and medical issues are arranged in collaboration with the social worker's -responsible for the supervision and the family's needs and capacities; in any case, catering for the child's health and well being

Check	Date	Comments

Tasks

Foster care – long term

Cooperation and communication with the social worker/agency responsible for the supervision of foster care

Assessing and ensuring that foster care continues to serve the best interests of the child

Supporting the minor in relation to his/her legal procedures (described above in detail) and cooperation between guardian and lawyer (bodies who provide legal support) – facilitation of the communication between minor and lawyer and access to documents

Protective custody in a facility for temporary stay (hospital/migration detention center or border reception facility, etc.)

Ensuring that the competent agency has made a referral for the child's appropriate accommodation

Ensuring child's basic needs – collaboration with agencies in order to cover these needs (food, clothing, hygiene, safety)

Ensuring interpretation for appropriately informing the child or for any medical issues or obtaining the personal history, in case it isn't provided by the facility

Inform the child about the reason he/she is in protective custody and what is expected to happen next (e.g. placement in foster care or in shelter or elsewhere)

Obtaining brief social history in order to identify vulnerability, be able to make any necessary referrals and to have a first record of the child's legal needs

Paying regular visits to the minor, since he/she does not have a normal daily routine there due to lack of activities, communication and nothing for him/her to do.

Collaboration between the guardian and the lawyer (organizations providing free legal aid) – facilitation of communication between the child and the lawyer and access to documents



Check	Date	Comments



Tasks

Registration of international protection application and ensuring that the case will be examined following the standard procedure and not exceptional-applying when in custody or border procedures

Homelessness

Verifying or submitting a request for accommodation and employing all possible means to find a safe place for the child

Ensuring child's basic needs – collaboration with agencies in order to cover these needs (feeding, clothing, hygiene)

Accompanying the child to doctor or hospital, if s/he is in need of health care and treatment

Ensuring interpretation for facilitating communication, the expression of child's views and worries and understanding the available options

Obtaining brief social history and informing registry for minors

Assisting the minor in locating agencies/organizations providing food, clothing (addresses, telephones), emergency telephones

Inquiring about the child's legal needs

Registration of international protection application

