**CHECKLIST FOR CHILD PROTECTION CASEWORKER**

**Actions recommended prior to submission of a BID for review**

**HOME VISIT**

* Have you visited the child in his/her home environment? If not, why not?
* Have you recorded your observations and assessed relationships at home?

**INTERVIEWS**

* Have you interviewed the child in a friendly environment?
* Have you interviewed persons close to the child?
* Parents and other family members (e.g. siblings)
* Current and future care-givers (e.g. foster parents)
* Relevant NGO staff
* Neighbours (length of time known)
* Others;
* Before asking their views, did you explain the purpose of the BID?

**OTHER SOURCES**

* Has information in individual files been reviewed?
* Has the necessary background information on the geographical locations under consideration been collected?

**VERIFICATION OF INFORMATION**

* Has all information been checked as to its accuracy?
* Has the child’s history been verified by a non-family member? Please explain, if nobody is available.

**BID REPORT FORM**

* Has the following information been presented in detail in the form: History of the child
	+ Current living situation and well-being
	+ Child’s network
	+ Security and existence/quality of basic services (education, health) in each geographical location under consideration
	+ Views of child on the best option
	+ Views of family members and others as to what is the best option;
* Has the range of options, including timescale, monitoring mechanisms and other necessary follow-up measures for each option been presented?
* Has the accuracy of names, dates of birth, age, addresses, and registration numbers been double checked and are contact phone numbers listed?
* Has location of all relatives including name and, where relevant, their registration numbers been listed?

**DOCUMENTATION**

* Have supporting letters/custody agreements been signed, translated (if necessary), and attached?
* Have other documents such as medical or school reports been translated and attached to the BID report form?
* If there is no documentation available, is it explained why not?