

Common Standards for Don Bosco YaR Centres

For YaR “Services” some of the items on this list may not be applicable or practicable; please mark them as “N/A” or “Not Applicable”

Status as of June 2016

Name & Address of the Centre/ServiceProvince

No	Particulars	Status: Yes/No/ NA	Additional Information / Comments
01	The YaR Centre is a legally registered body – Society, Trust etc		Registration No/Year:
02	If running Children’s Homes, has legal status/license as Orphanage, Children’s Home, Fit Institution etc.		Number:
03	Vision, Mission and Objectives of the Organisation are drawn up and known to all personnel		
04	Individual Care Plans are drawn up for all children in the YaR Centre, documented and monitored		
05	Don Bosco YaR Child Rights Policy implemented in the centre and known to all staff and inmates		
06	All personnel in the YaR centre have signed the Declaration of Commitment to the Don Bosco YaR Child Policy		
07	Child Rights Protection Committee set up and functional in the Centre		
08	All personnel in the YaR Centre have signed the Child Protection Code of Conduct		
09	Social Reintegration Policy of YaR Forum implemented in the Centre		
10	Human Resource Policy of the YaR Centre (<i>including Gender Policy, Protection from Sexual Exploitation Policy</i>) drawn up, disseminated among personnel and implemented		
11	Social Reintegration Policy of YaR Forum implemented in the Centre		
12	Official Spokesperson for the YaR Centre appointed		
13	Homelink / Child MISS System is actively maintained		Data Updated up to date:
14	Annual Plan of the YaR Centre is drawn up and disseminated		Soft copy /Printed Version Available?
15	Annual Report of the YaR Centre is compiled and available to all		Soft copy /Printed Version Available?
16	Annual Internal Evaluation Done		Date of last evaluation
17	External Evaluation done once in three years		Date last done and by whom
18	Steps are taken for alternative forms of care for children (<i>group care, foster care, kinship care...</i>)		

	Network:		
19	Maintains good relationships with government and other allied institutions and collaborates with them		
20	The organization is part of Networks, Campaigns, Movements for the Rights of Children in the area		
21	The organization participates in campaigns, research and other activities initiated by the Province YaR Commission and YaR National Office		
22	Outreach: Offers some service or other to at least one Young at Risk initiative of the government, if any exist, in the locality		
	Staff Orientation, Training and Development		
23	All staff members have attended Orientation and training programmes		
	Means of communication		
24	Telephone access available for children		
25	List of emergency telephone numbers is readily accessible		
	Immunization/ Medical Care		
26	Trained medical personnel are available round the clock		
27	Medical record of each child is maintained: Immunization and regular health check-up done		
28	First aid supplies are on hand		
29	All medications are in locked storage		
30	Medications are given only according to prescription		
	Fire Safety and Disaster management		
31	Fire Evacuation Drill carried out every 3 months		
32	Written Fire Evacuation Plan established and regularly reviewed with all children		
33	Fire extinguishers in working order and easily accessible in emergency		
34	Exits and hallways are well lit and uncluttered.		
	Water		
35	Safe drinking water is available		Date & result of last test
	Automobile Safety		
36	Vehicle is equipped with safety seats for children		
	Additional items		
37	Emergency lighting is available and in working condition		Date & result of last inspection

Pro-forma revised and modified in September 2016