

National Guidelines and Minimum Standards for Child Development Centres in Sri Lanka



National Child Protection Authority
Ministry of Women, Child Affairs and Social Empowerment

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National Child Protection Authority

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National Guidelines and Minimum Standards for Child Development Centres in Sri Lanka

Objectives

- i. Ensuring the protection of children living in child development centres and ensuring that developmental needs of children are fulfilled and they are consistent with the child development goals.
- ii. Enhancing the quality and the professionalism of the services provided by child development centres.
- iii. Ensuring that the same quality-certified procedure is followed in all the child development centres in the country.
- iv. Providing guidelines for establishing child development centres that have the capacity to achieve the prescribed minimum standards and for developing the existing child development centres.
- v. Establishing a safe, child friendly environment at child development centres.

Definitions

✚ A **child development centre** is an organization where children who are looked after by persons other than their relations are living in and that provides love, protection and accommodation equally to every child living in that organization. It is an organization that has met all the prescribed standards, that maintains all those standards throughout the relevant period, and that functions as a child development institute having obtained a licence issued by the Provincial Department of Probation and Childcare.

Such organizations include all child receiving centres run by the government, government detention homes, certified schools, houses of detention, child development centres (children's homes), safe houses and children's homes/childcare institutes run by private, voluntary or charity organizations.

✚ **National Child Protection Authority** is the government institute that has been established under the National Child Protection Authority Act No. 50 of 1998 for the purpose of formulating national policies for the prevention of child abuse and for protection and treatment of children who are victims of such abuse and for the coordination and regulation of measures against all forms of child abuse.

✚ **Department of Probation and Childcare Services** is the government department that acts for the best interest of the child by ensuring the rights of all children focusing on orphaned, deserted and helpless children and children faced with legal issues.

- ✚ **Provincial Department of Probation and Childcare Services** is a provincial public institute that has been established for decentralizing the subject of ‘probation’ under decentralization of powers to provincial councils by the 13th amendment to the Constitution. Accordingly, producing reports to courts regarding children who have come into conflict with law and regarding children who need care and protection, rehabilitation of offenders, providing institutional rehabilitation for children, providing care and residential protection to orphaned, deserted and helpless children are the roles of the Provincial Department of Probation and Childcare Services.

- ✚ **Probation Officer** means an officer who appears before courts of law in behalf of children who have come into conflict with the law and those who need care and protection, and assist the courts to make decisions regarding such children. Further, rehabilitation of offenders in social service (probation service) is the key role of probation officers.

- ✚ **Child Rights Promotion Officer / Assistant** means an officer that has been appointed to each district secretariat and divisional secretariat to efficiently perform the roles of establishing structures in the relevant conventions consequent to Sri Lanka’s signing of the convention on World Children’s Day in 1991 and adoption of the Children’s Charter in 1992.

- ✚ **Officers of the National Child Protection Authority** means District Child Protection Officers and District Psychosocial Officers that have been attached to district secretariats and Divisional Child Protection Officers that have been attached to divisional secretariats by the National Child Protection Authority.

- ✚ **Officers of the Office of the Medical Officer of Health** means the government community based primary healthcare officers that include the Medical Officer of Health, family health midwives and public health inspectors who are attached to the offices of the Medical Officers of Health.

- ✚ **Registrant or registered person** means a person or an institute that runs a child development centre where child development facilities are provided to children who are at the ages of up to 18 years.

- ✚ **Child** means any person below the age of 18 years in terms of the United Nations Convention on the Rights of the Child (Article 1).

- ✚ **Adult** means any person above 18 years of age

Chapter 1

Establishing and Registering the Child Development Centre

1.1 Obtaining a Licence

- 1.1.1. Before establishing a Child Development Center, the applicant should obtain a license or a temporary permit issued by the Provincial Department of Probation and Child Care Services.
- 1.1.2. An application for a license for a child development center should contain all the information required and they shall be in compliance with the relevant instructions.
- 1.1.3. The applicant and each member of the Management Committee of the Child Development Center should submit with this application a police report and character certificates obtained from two non-related government staff-grade officers and from a Justice of the Peace (altogether 03 certificates). (A management committee should consist of five members at least three of whom are permanent residents of the relevant area).
- 1.1.4. A license for a child development center is valid only for a period of three years from the date of its approval.
- 1.1.5. A license obtained for a child development center should not be transferred to another person.
- 1.1.6. If a child development center has its branches, each of those centers should be registered with the relevant Provincial Department of Probation and Childcare Services and a separate license should be obtained for each centre.

1.2 Temporary Permit

- 1.2.1 A temporary permit shall be issued to the child development centres (public, private, or voluntary childcare institutions) that are currently functioning without having obtained a license prior to these regulations coming into effect, provided an application for a license has been submitted. No child development centre shall continue to function beyond one year (12 months) after these regulations come into effect unless a license has been duly obtained.
- 1.2.2 The temporary permit shall be granted to the applicant for up to one year only and shall not be renewed.

- 1.2.3 The one-year temporary permit will be issued only if the applicant submits an application form that meets all the requirements and agrees to fully implement this policy document and ensures that the guidelines and standards contained herein are met.
- 1.2.4 If the applicant fails to meet these guidelines and standards by the expiry date of the temporary permit (as confirmed by the Child Development Center Supervision Team or by the Probation Officer), the application submitted by the relevant child development center will be rejected, and the Provincial Commissioner of Probation should take steps to take legal action to close down the child development center.

1.3 Renewal of the Licence

- 1.3.1 A license is valid only for a period of three years from the date of its approval.
- 1.3.2 An application for renewal of the existing license should be submitted to the Provincial Department of Probation and Child Care Services at least three months prior to the expiry of the existing license..
- 1.3.3 An applicant should obtain all the relevant application forms from the Provincial Department of Probation and Child Care Services and should return the completed forms in time.
- 1.3.4 The Provincial Department of Probation and Child Care Services should notify all the centers registered under the Department in writing to renew the license three months before the expiry of the registration period. If the applicant fails to submit an application to renew his license after being notified in that manner, or if the application submitted is incomplete or inaccurate, the license should expire on the due date.
- 1.3.5 If a child development center continues to operate even after the expiry of its license, it shall be deemed to be an unlicensed center, and the Provincial Commissioner of Probation should take legal action to immediately close down the center.

1.4 Rejection and Cancellation of the Licence or the Temporary Permit

- 1.4.1 If the applicant fails to meet the guidelines and standards set out herein, the application should be rejected.
- 1.4.2 The Provincial Department of Probation and Child Care Services should inform the applicant in writing about the rejection of the application stating the reasons for such rejection.
- 1.4.3 Unless revoked or suspended by the relevant authorities, a license should be valid for three years and a temporary permit for one year only.

- 1.4.4 In any case where the safety of children in a child development center is endangered, or the centre fails to meet the prescribed guidelines or standards, the Commissioner of the Provincial Department of Probation and Child Care Services should issue a written order to the center to implement those guidelines and standards.
- 1.4.5 In case a centre fails to meet the relevant guidelines and standards within one month after issuing of such written order, legal action should be taken by the Commissioner of the Provincial Department of Probation and Child Care Services to revoke the license of such centers.
- 1.4.6 If such a situation arises, the Provincial Department of Probation and Child Care Services should transfer the children to a centre at the same location or at some other location under a new management, or to some other suitable child development center. In such case, children and their family members should be properly consulted and they should be made aware of each process. The National Child Protection Authority should provide its assistance in this task.

Chapter 2

Staff of the Child Development Centre

2.1 Recruitment of Staff

- 2.1.1 The applicant, manager, assistant manager, staff members, substitute staff, domestic workers and volunteers should be considered as staff members of the Child Development Center.
- 2.1.2 All staff members should obtain prior approval of the relevant Provincial Department of Probation and Child Care Services (i.e., a child care provider should be registered with the Provincial Department of Probation and Child Care Services) to work with children, and such approval should be renewed every two years.
- 2.1.3 Relevant recommendations and prescribed documents should be submitted together with the application form for obtaining such approval. (E.g.: Police report, three character certificates, a certified copy of the birth certificate, certified copies of school certificates etc.)
- 2.1.4 Before any post is offered in a Child Development Center, any applicant or person to be recruited should get registered with and obtain the approval of the Provincial Department of Probation and Child Care Services. The present and the prospective staff members should obtain approval of the Provincial Department of Probation and Child Care Services to work in child development centers within three months after the enactment of these guidelines and regulations.
- 2.1.5 After recruitment, staff members should serve on probation for the first nine months, and their services should be obtained further only if their performance is found to be satisfactory as evidenced by a report on their work provided by the Manager of the Child Development Center.
- 2.1.6 Only female child caregivers and female managers should be recruited for child development centers that provide care for girls.
- 2.1.7 Staff members should be recruited based on the prescribed minimum standards. (Sections 2.3 - 2.3.5).
- 2.1.8 The physical and mental fitness of the staff members should be assessed by a Government Medical Officer.
- 2.1.9 Staff members should not be persons who are addicted to alcohol or drugs.

- 2.1.10 The center should have a sufficient number of staff members commensurate with the number of children in the center. (As mentioned in Section 2.5.3).
- 2.1.11 All staff members should be provided with a detailed list of their duties and responsibilities.
- 2.1.12 Failure to perform those duties and responsibilities satisfactorily should be grounds for termination of service.

2.2 Qualities that the Staff Members Should Possess

- 2.2.1 The members of the staff should have the required emotional and psychological skills to deal with children.
- 2.2.2 They should be of good character. The current staff members and the prospective Staff Members should submit with their application character certificates (03 certificates) obtained from two non-related staff grade government officers and from a Justice of the Peace.
- 2.2.3 Applicants and staff members should personally submit along with their application form a police report obtained from the relevant police station.
- 2.2.4 Staff members, whether or not they are convicted of criminal offenses involving adult or child abuse, should not be persons who have been charged with such abuse.
- 2.2.5 If the Provincial Department of Probation and Child Care Services cancels the registration of applicants and/or staff members, they should not be allowed to work in any child development center.
- 2.2.6 The Department of Probation and Child Care Services should maintain an information system regarding registered and deregistered child care providers.
- 2.2.7 The Heads of all Provincial Departments of Probation and Child Care Services should report annually to the National Commissioner of Probation and Child Care Services and to the Chairman of the National Child Protection Authority the details of newly registered, renewed and deregistered child care providers under their department.
- 2.2.8 If a staff member is charged with a criminal offense during the period for which approval has been granted, the Provincial Department of Probation and Child Care Services should immediately cancel his/her registration and should remove the member from the Child Development Center premises immediately.
- 2.2.9 Staff members are obliged to protect confidential information about children in the Child Development Center.

2.2.10 Staff members shall not be persons involved in any situation related to bankruptcy.

2.3 Qualifications of the Staff Members

2.3.1 Manager of Child Development Centers

- 1) Should have passed at least National Vocational Qualification Level 6 (NVQ Level 6) in Child Development.
- 2) Should have passed at least two subjects at the G.C.E. Advanced Level Examination
- 3) Should have at least 5 years' experience in child development
- 4) Priority should be given to those who have worked as an Assistant Center Manager.
- 5) Should be between 30 - 60 years of age.
- 6) Should be a citizen of Sri Lanka.
- 7) Should possess a good character
- 8) Should be physically and mentally fit to perform the duties relevant to his/her position and to serve anywhere in the island.
- 9) Should have good communication skills in the language used by the children in the center.
- 10) Managers of all existing Child Development Centers should fulfill these requirements within one year of the enactment of these guidelines and standards.

2.3.2 Assistant Center Manager

- 1) National Vocational Qualification Level 5 (NVQ Level 5) in Child Development.
- 2) Should be between 27 - 60 years of age.
- 3) Should have at least two years' of experience in dealing with children.
- 4) Priority should be given to those who have worked as a Child Development Assistant.
- 5) Should be a citizen of Sri Lanka.
- 6) Should be of good character
- 7) Should be physically and mentally fit to perform the duties relevant to his position and to serve anywhere in the island.
- 8) Should have good communication skills in the language used by the children in the center.

2.3.3 Child Caregivers

- 1) Should have passed the National Vocational Qualification Level 4 (NVQ Level 4) in Child Development.
- 2) Should have passed at least six subjects including Mathematics and Language (Sinhala / Tamil / English) at the GCE Ordinary Level Examination
- 3) Should be between 22- 60 years of age
- 4) Should have at least two years' experience in child development
- 5) Should be a citizen of Sri Lanka.
- 6) Should be of good character
- 7) Should be physically and mentally fit to perform the duties relevant to his position and to serve anywhere in the island.
- 8) Should have good communication skills in the language used by the children in the center.

2.3.4 Volunteers

- 1) Should have passed at least six subjects including Mathematics and Language (Sinhala / Tamil / English) at the GCE Ordinary Level Examination.
- 2) Should be between 18 - 60 years of age
- 3) Should be a citizen of Sri Lanka.
- 4) Should have a good character
- 5) Should be physically and mentally fit to perform the duties relevant to his position and to serve anywhere in the island.
- 6) Should have at least one month's experience in child development.
- 7) Should have good communication skills in the language used by the children in the center.

2.3.5 Other staff members

- 1) Cleaners, gardeners, cooks and watchmen need not possess the minimum educational qualifications prescribed for the managers of the child development centres and for the caregivers.
- 2) Should be between 25 - 60 years of age.
- 3) Should be a citizen of Sri Lanka.
- 4) Should have a good character

- 5) Should be physically and mentally fit to perform the duties relevant to his/her position and to serve anywhere in the island.
- 6) Should have experience in working with children for at least one year..

2.3 Training and Development of the Staff

- 2.3.6 The child development centre manager should make necessary arrangement to improve the skills of the staff members related to the quality of the childcare provided by them.
- 2.3.7 The Manager of the child development centre and caregivers should attend at least 3 training and/ or development sessions per year.
- 2.3.8 The Provincial Department of Probation and Child Care Services should develop a capacity building plan based on a detailed assessment of each child development centre. Educational programs should be conducted every 3 months for the provincial child development centre staff members to improve their knowledge and increase capacity building.

2.4 Other

- 2.4.1 Staff members should not work, bear responsibilities or partner with another child development centre other than the one they work for.
- 2.4.2 Accommodation for staff members should be available within the premises separated from children's accommodation but close to where children are accommodated, and such facilities should be readily available at all times in case of an emergency.
- 2.4.3 At no time should there be an absence of the stipulated minimum number of staff member available within the premises in accordance with the number and potential needs of children under care.
 - 1) At least 1 staff member for every 5 children under 5 years; and
 - 2) At least 3 staff members for every 25 children over 6 years should be available.
- 2.4.4 Staff members should not keep their family members or outsiders within the centre premises.
- 2.4.5 The child development centre management committee, which includes the applicant and / or other members, should meet at the centre at least once every 3 months and discuss with the staff members and children the issues at the centre and the possible solutions for such issues. Details of such visits and minutes should be noted on the minutes book maintained at the centre. Further, such reports should be sent to the Commissioner of the Provincial Department of probation and Child Care Services.

- 2.4.6 None of the child development centre management committee members should have a past criminal record.

2.5 Responsibilities of Staff Members

- 2.5.1 Staff members should always be role models to children.
- 2.5.2 Child development providers should have friendly discussions with each child on a daily basis, and should be well aware of the changes that are taking place in children.
- 2.5.3 Managers and staff members of child development centers should take necessary steps to ensure the continuing care for children in all circumstances.
- 2.5.4 It is strictly prohibited for staff members to bring drugs, tobacco products or other illicit substances into the premises of the Center or to use such substance at the Center premises or to engage in their duties after using such substances.
- 2.5.5 Children in centers should not be used in activities related to the use of drugs or alcohol related products or children should not be encouraged for such activities.
- 2.5.6 All staff members should meet at least once a week to discuss the issues at the center. During such meetings, necessary decisions should be made to avoid such problems. The progress of the implemented strategies should be discussed at the next meeting. The Center Manager should maintain minutes of every meeting and the Center Management Committee should be kept informed of this. Also, if there are any special problems, necessary steps should be taken to immediately inform the Commissioner of the Provincial Department of Probation and Child Care Services of such issues.

2.6 Ethics and Values for the Staff Members

- 1) Staff members should always be of good character and should always be honest.
- 2) Should respect the understanding and the level of maturity of each child, and should deal with children in a way that is suitable and developmentally appropriate.
- 3) Physical punishment, threats, emotional harassment or psychological abuse should never be used to control the behaviours of children.
- 4) When there is evidence to the effect that contacts with a staff member or a volunteer may be detrimental to the safety of the children, or where there is some risk caused due to emotional or psychological inability of a staff member, until a medical care provider has confirmed that such risk has been reduced to an acceptable level, the registered person should prohibit such members to have contacts with the children.

- 5) The staff should be alert during the entire period during which the center is functioning.
- 6) Should not use alcohol, drugs or any other stimulants during working hours.
- 7) The Registered person, staff and volunteers, children, parents/guardians of children and all other persons associated with the Center should behave with respect and adhere to the code of conduct that has been adopted by the Center.
- 8) The staff members should prevent from exerting undue influences, bullying, abuse, or any other form of discrimination against the children or any other form behaviour that could cause any risk to others.

2.7 General Responsibilities of the Administration

2.7.1 Maintenance of the following records

- 1) Personal files of the children
- 2) Children's daily attendance register
- 3) Attendance register of the staff
- 4) Minutes of staff meetings
- 5) Minutes of the meetings of the Centre Management Committee
- 6) Guests' log book (date, guest's name, national identity card number, address, contact details, profession, organization or relationship, child met)
- 7) Register of public officers (e.g. Probation Officers, Child Rights Promotion Officers, officers of the National Child Protection Authority)
- 8) Register of donations containing details of all items and quantities received (name of the donor, contact details, number or quantity of each item donated, signature)
- 9) Receipt book for donations
- 10) Inventory
- 11) Register of daily expenses
- 12) Daily meal plan
- 13) Complaints log book
- 14) Care plan of the committee for socialization of children
- 15) Animal vaccination records

2.7.2. All the documents mentioned above should be submitted to the following persons at any time upon request.

- 1) Provincial Commissioner of Probation
- 2) Probation Officer
- 3) Child Rights Promotion Officer
- 4) Officers of the National Child Protection Authority

2.8 Maintaining personal file records of children

2.8.1 The Manager of the child development center should maintain updated personal files and records for all children. Those personal files should contain the following information:

- 1) Personal information of the child, i.e. :
 - photograph of the child
 - birth certificate / in case the birth certificate is not available, assumed age certificate
 - if the child was admitted to the center by a court order, a copy of such order
 - medical reports
 - immunization reports
 - postal address
 - information about parents or guardians and how they can be contacted..
- 2) The child's postal identity card
- 3) When a child on vacation is handed over, records of letters on guardianship of the child.
- 4) Relevant request letters when the child is going to the original guardians.
- 5) Report on the child's allergies and other medical conditions and the action to be taken in case of an emergency.
- 6) The child's chronic health problems, relevant developmental information and other special needs, if any.
- 7) Reports of injuries sustained while receiving care at the center, if any.
- 8) General permission letters for the activities that the child should participate in or should not participate in for reasons specific to the child, or letters of requests for not engaging the child in certain activities.
- 9) Information about the child development centers in which the child had lived earlier.

2.8.2 All such records should be kept in a safe place in order to ensure the privacy of the child..

2.8.3 Details of meetings with parents/guardians of the children, telephone conversations with them or correspondence with them should be recorded in the personal files of the children.

2.8.4 Further, the records and certificates issued to the child by the school should be kept in the personal file of the child.

2.8.5 Only the Manager of the child development center, Probation Officers and officials of the National Child Protection Authority should have access to such records of the children.

2.8.6 Missing documents such as the child's birth certificate or approximate age certificate should be obtained from the relevant authorities within one month after the child has been admitted to the Child Development Center.

- 2.8.7 The medical records of the child should be provided to the medical officer who deals with the child's health.
- 2.8.8 If it was refused to provide the reports about the child or if false information was provided legal action should be taken against it.
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Chapter 3

Institutionalization and Social Integration of Children

3.1 Institutionalization of a Child

- 3.1.1 Before considering the institutionalization of a child, all possible alternatives should be considered and institutionalization should be considered as a last resort only if all those options fail.
- 3.1.2 Institutionalization of a child should be done only by a court order or with the approval of the Commissioner of Probation.
- 3.1.3 On no occasion should institutionalization be done due to economic problems.
- 3.1.4 In the event of an emergency, a child may be handed over to a center with the written approval of the Commissioners of Probation. However, the case should be referred to the court within 24 hours after the child has been handed over to the centre, and a court order should be obtained within three working days of the occurrence of such incident.
- 3.1.5 Child victims and juvenile offenders should not be kept in the same center.
- 3.1.6 The Child Placement Committee of child development centers with children aged 0 – 5 years should meet once a month, and the Committees of other Child Development Centers (including government detention homes) should meet once every three months..
- 3.1.7 At the first meeting of the Child Placement Committee, separate child development plans should be prepared for each child and their progress should be reviewed at future committee meetings.
- 3.1.8 A review should be done immediately on all children currently living in child development centers and the possibility to reunite them with their parents or relatives should be carefully examined.
- 3.1.9 In cases involving neglected children, the Child Placement Committee should review such cases on a monthly basis, and should take all necessary measures to reunite such children with their families as early as possible.
- 3.1.10 In cases where there are orphaned or abandoned children, the possibility of handing over children under the age of 14 years for adoption should be considered. Probation Officers should immediately carry out a review on all children currently living in child development centers and notify the Provincial Department of Probation and Child Care Services to take necessary action.

- 3.1.11 Children under 14 years who have been orphaned or abandoned should not be kept in a child development center for more than two years. The possibility for reuniting them with their family members or providing them with a foster parent care plan or handing them over for adoption should be considered.
- 3.1.12 Every child referred to a child development center should be kept in the centre with due consideration for their religion, age, gender and the mental condition.
- 3.1.13 Under no circumstances should a child's religion be changed before or after admission to a center.
- 3.1.14 Children with special needs should be handed over to a child development center that has the capacity to provide special care for such children.
- 3.1.15 The child development center should arrange for weekly counseling, guidance or treatment by qualified professionals for children who are victims of child abuse. The Child Socialization Committee should review the progress of those children until they are able to overcome their emotional problems.
- 3.1.16 When providing child development centers, priority should be given to children whose siblings are already living in the centre, and efforts should be made to keep the family together as far as possible.
- 3.1.17 A child development center should provide developmental services only to children belonging to one of the following age groups:
- i 0 – 5 years
 - ii 6 – 10 years
 - iii 11 – 14 years
 - iv 15 – 18 years
- 3.1.18 Development facilities can be provided at the same center for both girls and boys at or below the age of 10 years. As regards the age groups of above 10 years and below 18 years, only boys or girls should be accommodated in the same centre.
- 3.1.19 Long-term care under a trusted adult is essential for the development and positive emotions of children between the ages of 0–5 years. Therefore, special attention should be paid when deploying caregivers (when setting up duty shifts).

3.2 Child Placement Committee (CPC)

3.2.1 The Child **Placement** Committee should consist of the following persons:

- 1) Provincial Commissioner of Probation
- 2) Probation Officer
- 3) Child Rights Promotion Officer
- 4) District Child Protection Officer / District Psychosocial Officer / Divisional Child Protection Officer
- 5) Current guardian of the child (Manager of the child development center)
- 6) The child's parents and / or relatives

3.2.1 Minimum number of members per meeting

3.2.2 This Committee should comply with the requests made by the Magistrate Court.

3.2.3 In the absence of the Manager of the child development center, an appropriate representative who knows the children well should attend the meetings to represent the children concerned.

3.2.4 When a child is placed in a center, the Child Placement Committee should prepare a care plan to integrate the child with the society within 3 years.

3.2.5 The aforesaid care plan should be prepared within two weeks from the date of admission of a child to the child development center.

3.2.6 Care plans should be tailored to the needs of the child concerned focusing on the child's current status, educational needs, the child's well-being and the child's future aspirations.

3.2.7 When preparing the care plan, involvement of the child is mandatory.

3.2.8 The Child Placement Committee should meet every three months to review the development plan for each child.

3.2.9 A care plan that has been prepared for a child should be reviewed at least three times a year.

3.3 Release of Children from the Centre

- 3.3.1 When releasing children from the centre, they should be released on a court order to an authorized person specified in the child admission document provided by the Provincial Department Probation and Child Care Services.
- 3.3.2 When a child is released, the center should hand over the original copy of the child's birth certificate, medical records, the child's personal school equipment and certificates to the relevant adults.
- 3.3.3 When a child is released to a parent or guardian, the Probation Officer and / or Child Rights Promotion Officer should monitor the child's progress for a period of one year from the date of the child's release.

3.4 Preparation for New Replacements

- 3.3.4 3.3.4 When a child is transferred to a new location, the child should be provided with the necessary guidance and support to help the child adapt to the new environment.
- 3.3.5 The new place which the child is transferred to should obtain a report on the places where the child had been transferred to earlier, and all the personal belongings of the child should be sent to the new place along with the child.
- 3.3.6 The manager of the child development center should ensure that the child's personal belongings, the child's personal records, medical records, school equipment and certificates are handed over along with the child to the manager of the new institute of the child's.
- 3.3.7 A copy of the child's personal file should be kept in the custody of the manager of the child development center for future reference if needed.

3.5 Promoting Independence and Leaving of Protection

- 3.5.1 Vocational education and training required for engaging in some employment after the children have left the child development centre should be provided to the children.
- 3.5.2 The Child Placement Committee should, whenever possible, arrange for the child to be reunited with his family.
- 3.5.3 The Management Committee of the Centre should assist the children to find employment and suitable accommodation once the children have reached the age of 18 years.

- 3.5.4 When the children are leaving the child development center, the child development center should provide all the relevant documents (e.g., birth certificates, medical reports, education related certificates etc.) to the children.
- 3.5.5 The Children should be provided with the guidance and support they need regarding their leaving of the center.
- 3.5.6 When a child becomes a young adult and leaves the child development center without the assistance of his/her parents or relatives, necessary arrangements should be made to secure his future, and the Provincial Department of Probation and Child Care Services should implement the monitoring process until a period of at least one year has passed after the child has left the centre.

3.6 Children Going Missing

3.6.1 In any case a child at the child development center is found to be missing from the center or is unable to be located at any time, the Manager or the staff members of the child development center should take the following steps:

- 1) Inform the nearest police station as soon as possible
- 2) Inform the child replacement authorities about this situation
- 3) Inform the members of the Child Replacement Committee
- 4) Inform the members of the management committee of the child development center
- 5) Inform the parents/ guardians or relatives of the child

Chapter 4

Standards for Physical Environment and Security

4.1 Centre Premises and Location

- 4.1.1 The center should be located in a safe place that is attractive to children and that has an environment conducive to children. (e.g., a place that is free of garbage disposal sites, hazardous and polluted environment etc.)
- 4.1.2 It should be located close to a school relevant to the education of the children in the child development center.
- 4.1.3 Liquor outlets should not be located within an area of 100 m from the child development center.
- 4.1.4 The center should not have any hazardous conditions including unprotected wells, open ponds, unprotected edges, slopes and inclines, hazardous equipment, sharp objects, slippery places, and areas with water leakage (e.g., roofs, water taps), etc. The roof and ceiling should be secure and the floor should be paved.
- 4.1.5 The center should be free from animals such as rodents, harmful insects, pests and poisonous plants. Mosquito and insect breeding places should be identified and cleaned regularly.
- 4.1.6 The centre should be equipped with the necessary facilities to maintain a comfortable temperature.
- 4.1.7 The centre should have adequate space and access to provide facilities for various types of activities that promote child development, and that are age and gender appropriate and disability sensitive.
- 4.1.8 The center should have natural light and ventilation and the center should be kept clean and tidy.
- 4.1.9 The baby room, rest/bedrooms and the sick room should be free from noise from vehicles, car parks, playgrounds, mechanical equipment and exhaust vents, and a comfortable temperature should be maintained.

4.2 Buildings

- 4.2.1 The building plan of the Child development center should be suitable for children.
- 4.2.2 The walls, roof, railing, stairs, windows, doors etc. of the center building should be regularly inspected and maintained.
- 4.2.3 The building or the premises of the center should consist of the following elements.

- 1) Bedrooms
- 2) Toilets and bathrooms
- 3) Seating areas
- 4) Study areas
- 5) Have an outdoor play area, or a nearby place where children can play regularly.
- 6) Dining room / dining hall
- 7) Kitchen.
- 8) A room where a child can be kept in case of illness / Sick Room
- 9) Garden

4.2.4 When planning the building and the center Premises, it is encouraged to design them so that they are accessible to children with disabilities (in accordance with Disabled Persons (Accessibility) Regulation No. 1 of 2006). Special facilities should be provided in the center for children with disabilities to suit their needs according to their nature of disability.

4.3 Bedrooms

- 4.3.1 1 Each child should be provided with the required area of internal space [40 sq. Ft. (5 x 8 ft)].
- 4.3.2 The area of the bedroom and the area of the window should be 7:1.
- 4.3.3 Each child should be provided with a separate bed as appropriate for the age, or a cradle for small children (cradles are mandatory for infants).
- 4.3.4 Cradles should be kept out of direct sunlight and out of the air from windows.
- 4.3.5 All cradles for infants and toddlers shall be fenced. The use of cloth cradles is prohibited.
- 4.3.6 A mosquito net should be provided for each bed.
- 4.3.7 The distance between two beds should be two feet and there should be an extra space of one foot around each bed
- 4.3.8 A clean pillow and pillowcase should be provided for each bed, along with sheets, blankets and a proper mattress.
- 4.3.9 Bed linen used for one child should not be used for another child. All clothing and bedding should be cleaned at least once a week.
- 4.3.10 Children over 6 years of age should have a separate locker (cupboard) in each bedroom for storing their personal belongings.

- 4.3.11 Bedrooms should be adequately lit during the day and at night.
- 4.3.12 Adequate number of doors and windows shall be provided for these rooms depending on the size of the room. (At least seven children should have one window)
- 4.3.13 Each bedroom should be well ventilated to accommodate the number of children in the bedroom.
- 4.3.14 Adequate arrangements should be in place to ensure that the bedroom temperature is kept cool or warm to suit the weather conditions. (There should be one fan for every ten children in a bedroom. This does not apply to areas with cold climates.)

4.4 Toilets

- 4.4.1 Children should have adequate access to toilet facilities during the day and at night.
- 4.4.2 Staff members should ensure that the toilets are regularly cleaned and maintained to prevent odours from escaping. Repairs and refitting of accessories should be done immediately if necessary.
- 4.4.3 The environment inside and outside the toilet should be kept clean.
- 4.4.4 An adequate number of toilets should be provided according to the number of children staying in the center. (One toilet for every 8 children).
- 4.4.5 Toilets should be located adjoining or adjacent to children's bedrooms.
- 4.4.6 Young children should be toilet-trained under the supervision of an adult staff member.
- 4.4.7 Nappies should be used for children under 2 years of age.
- 4.4.8 Potties should be provided to meet the needs of young children until they are able to use toilets on their own. It is advisable to have one potty for each baby, and there should be at least one potty for every three children.
- 4.4.9 After each use of a potty by a child, the staff should clean it.
- 4.4.10 Children and infants with disabilities should be provided with toilet facilities and other materials to suit their needs.
- 4.4.11 Toilets should be provided with piped water.
- 4.4.12 Soap or disinfectants should be made available in toilets.
- 4.4.13 Using toilets by children should be done according to the needs of each child..

- 4.4.14 Separate toilet facilities should be provided for boys and girls.
- 4.4.15 Toilets should be mopped and kept dry to prevent slipping on the floor.
- 4.4.16 Every toilet should have a lockable door.
- 4.4.17 Staff members and the children should not use the same toilet facilities.

4.5 Bathrooms

- 4.5.1 Bathrooms and toiletsshould be located adjoining to or adjacent to children's bedrooms.
- 4.5.2 There should be at least one bathroom for every 10 children with one shower and one wash basin. (The bathroom should have a lockable door.)
- 4.5.3 A children's changing room (with a lockable door) should be maintained close to the bathroom facilities to protect the privacy of children..
- 4.5.4 Wash basins should be mounted at a height that is easily accessible to children, and all detergents such as disinfectants should be stored safely.
- 4.5.5 Children and infants with disabilities should be provided with toilet facilities and materials needed in the bathrooms to suit their needs.
- 4.5.6 Staff members should ensure that bathrooms are regularly cleaned and maintained. Repairs and refitting of accessories should be done immediately if necessary.
- 4.5.7 Bathrooms should have a continuous supply of water and all wastewater should be properly directed to the wastewater facility, and the environment inside and outside the bathrooms should always be kept clean.
- 4.5.8 Separate bathroom facilities should be provided for boys and girls.
- 4.5.9 Staff members and children should not share the same bathroom facilities.
- 4.5.10 Wall mounted shelves or supports should made available for keeping clothes and other items while children are bathing.
- 4.5.11 Water storage containers, bath basins and water basins should be kept emptied or covered after use.
- 4.5.12 Children should not bathe together in the same bathwater or the same bath water should not be used for more than one child.

4.5.13 Bathrooms and toilets should be constructed in accordance with the instructions of the Public Health Inspector. For that, the standards set by UNICEF should be followed.¹

4.6 Dining Room / Dining Hall

4.6.1 The dining area should be well maintained and an adequate number of seats and tables should be made available in that area as required.

4.6.2 The hygiene of this area should be well maintained.

4.6.3 Adequate numbers of plates, cups, spoons etc. required for each child should be provided.

4.6.4 Eating utensils should be thoroughly washed, cleaned and stored properly after each meal.

4.6.5 An adequate supply of clean bottles and teats should be made available for infants..

4.6.6 Necessary facilities for storing hot boiled water for drinking and/or water filters should be provided.

4.6.7 Water heaters and other appliances with hot water should be properly covered or kept safe. It should be ensured that such equipment is kept out of the reach of children.

4.6.8 Food should always be kept in well-closed containers until it is consumed.

4.6.9 Staff should comply with environmental health and food safety regulations² when storing, preparing and managing food. Baby food should always be prepared using sterilized water.

4.6.10 Dishes should be thoroughly washed.

4.6.11 All surfaces (tables, containers, etc.) should be made in a way that can be easily disinfected, and should be thoroughly washed before and after use.

4.6.12 A clean place should be provided for storing the dishes, cups and spoons that are there for the use of children. Glassware and other equipment should be kept out of the reach of children.

¹Water, Sanitation and Hygiene (WASH) in schools-UNICEF (2012)

² Food Act No. 26 of 1980

4.7 Kitchen

- 4.7.1 The kitchen should be a place with an efficient work environment, and which can be easily cleaned and maintained so that the quality of food can be maintained.
- 4.7.2 All necessary precautions should be taken to prevent food contamination during food preparation and serving of food.
- 4.7.3 Utensils and surfaces used for cooking, serving and consuming food should be cleaned immediately after each meal in order to control spread of diseases.
- 4.7.4 Refrigerators should be locked so that children cannot open them, or should be kept out of the reach of children.
- 4.7.5 The kitchen should be kept in a way that it is inaccessible to children without the supervision of an adult.
- 4.7.6 Children over the age of 14 years may be given the opportunity to support kitchen activities for a short period once a week under the supervision of adult staff members.

4.8 Standards for Food

- 4.8.1 The management should maintain the daily menu for the children which should be kept displayed in the centre.
- 4.8.2 For a year, there should be at least 24 menus that has been prepared for a week.
- 4.8.3 Action should be taken to get the participation of the children in the center in making decisions regarding their daily menus. (At least five children above 10 years of age should participate in this committee.)
- 4.8.4 Food should be properly prepared to suit the age and health and nutritional needs of the children. For this, the standards set by the Sri Lanka Standards Institution should be followed.
- 4.8.5 All food should be stored in a manner that it does not get contaminated, and should be kept hot or cold as required.
- 4.8.6 Food should be tailored to each child's nutritional needs, culture, religion, health and tastes.
- 4.8.7 The food provided to children should be adequately diverse.
- 4.8.8 The staff should have a good understanding of the special food needs, appetites or food allergies of the children, if any. Information about children's food allergies and related medical reports/recommendations should be kept in their personal files.

- 4.8.9 The food provided to children for the main meals should be provided to meet the needs of the children. Snacks should be provided between main meals.
- 4.8.10 School going children should be provided with a food parcel for consumption during school interval or money should be given to buy food.
- 4.8.11 Children should be closely monitored by staff during meal times. Children should be encouraged to eat on their own and staff can assist if needed.
- 4.8.12 The required kitchen utensils should be made available to prepare food for cup feeding for infants, to collect water and to prepare and serve food to children. Plastic or single use utensils should be avoided.

4.9 Drinking Water Facilities

- 4.9.1 The Center shall always have an adequate supply of safe drinking water.
- 4.9.2 If water is obtained from a well or a natural water source, it should be cleaned (emptied) at least once a year and necessary measures should be taken to keep those sources clean so that water does not get impure.
- 4.9.3 Safe drinking water facilities should be made available in the center with easy access for children ensuring their safety. Water filters or other hygienic methods can be used.

4.10 Study Area

- 4.10.1 Enough space should be provided for the children to do their studies after school hours. Adequate numbers of tables and chairs should be provided for this. (There should be one chair for each child.)
- 4.10.2 Adequate lighting should be provided in the study areas. Adequate lighting should be provided for children who need to study at night.
- 4.10.3 The study area should be located separately from other areas in order to create a conducive environment for children to study.

4.11 Seating Area

- 4.11.1 Access to a seating area should be provided for children to meet their guests.
- 4.11.2 Children should be provided with the necessary facilities to meet in person the persons specified in paragraph 5.8.4 at any reasonable time.

4.12 Play Area

- 4.12.1 When children are playing they should always be under the supervision of staff members.
- 4.12.2 A playground large enough to accommodate all the children in the center should be located at or close to the center premises.

- 4.12.3 The garden or play area should be free of hazardous substances.
- 4.12.4 Adequate numbers of outdoor sports equipment should be provided as required.
- 4.12.5 Outdoor sports equipment should be regularly inspected for defects and necessary repairs should be done.
- 4.12.6 There shall be no construction material such as wooden poles or nails in this area.

4.13 Sports Equipment

- 4.13.1 The sports equipment in the center should be age appropriate for the children and their safety should be ensured.
- 4.13.2 If the weather is good, every child should spend time engaged in outdoor or indoor sports activities. The children should be encouraged to participate in sports activities as required. Outdoor and indoor sports equipment should be provided to suit the activities.
- 4.13.3 A center should have at least three pieces of indoor and outdoor sports equipment.
- 4.13.4 Equipment used for play should be easy for children to use and should be free of rust, splinters and sharp edges
- 4.13.5 There should be a clean and safe garden with sunny as well as shady areas, grassy areas, shady trees and flower beds.
- 4.13.6 Toys, equipment and materials required for children's gross motor activities should also be available in adequate quantities. They should be age-appropriate and gender-appropriate, and be suitable for children with disabilities, and should include equipment for standing, jumping, creeping, swinging, cycling, dramatic sports, group sports, etc.
- 4.13.7 After use, toys and other equipment should be cleaned and properly stored daily.
- 4.13.8 Sports equipment should be inspected regularly to see if there are any defects or faults. All sports equipment that is not suitable for children's use should be repaired or replaced with new ones immediately.

4.14 Security

- 4.14.1 There should be a high wall or a protective fence around the center premises to prevent unauthorized persons from entering the premises of the centre.
- 4.14.2 The gates of the center premises should be kept closed and locked using a padlock or similar equipment.
- 4.14.3 There should be a security guard at all times of the day to ensure the safety of the children in the center

4.15 Transportation

- 4.15.1 When children have a transportation need, transport facilities should be provided as appropriate.
- 4.15.2 The Manager of the child development center should ensure that the mode of transport used is suitable for the age and abilities of the children.
- 4.15.3 The mode of transport used should not pose any danger to the child.
- 4.15.4 When the children have to go to court, the Manager of the child development center or a child development provider and the probation officer in charge of the child should go to court with the child.
- 4.15.5 Neither court vehicles nor police vehicles should be used to transport children to court.
- 4.15.6 When transporting children to court, they should not be transported together with adult criminals from the police station or from prison to court.

4.15 Lighting, Electrical Equipment and Wiring

- 4.15.7 Adequate lighting should be provided in all places that are accessible to children.
- 4.15.8 Torches or lamps should be made available in the premises for use in the event of power outages.
- 4.15.9 Oil lamps should be designed to ensure the safety of children. Such lamps should be kept out of the reach of small children so that no fire would be caused.
- 4.15.10 If electric fans are used to provide ventilation, the blades of the fans should be kept out of contact by children.
- 4.15.11 All electrical equipment and wiring shall be well insulated.
- 4.15.12 Electrical equipment, electrical switches, power cords and plugs in the center environment should be inspected for defects and faults. Such equipment in areas accessible to children should be properly covered, well maintained, and repaired or fitted immediately as needed.

4.16 Presence of Animals in the Centre Premises

- 4.16.1 Only cats, dogs and fish should be kept as pets within a child development centre premises. When keeping pets, care should be taken so that no threat is caused to the health and safety of children.
- 4.16.2 All animals in the child development center should be properly vaccinated for the protection of children. Children should follow proper hygiene practices when dealing with pets. Animals should not be allowed to enter areas where food is stored, prepared or distributed to children.

4.17 Clothes and Other Supplies

- 4.17.1 The Manager of the Child Development Centre should ensure that the preferences of each child are reasonably taken into account when providing children's clothing, including footwear and other personal needs.
- 4.17.2 Each child should be provided with a towel, school uniform (minimum three), normal clothing (minimum four), adequate underwear, bedding (minimum two) sanitary products, sandals, shoes, socks etc. for their personal use.
- 4.17.3 Children should be provided with suitable clothing suitable for the prevailing weather conditions.
- 4.17.4 Necessary steps should be taken to cut the children's hair according to their gender and to provide other accessories (earrings etc.) as appropriate.
- 4.17.5 Children should be provided with clothing that is acceptable to the cultural values of their society, their religion and their gender.
- 4.17.6 Staff members should be appointed to iron clothes of children below 14 years of age.
- 4.17.7 Adequate facilities for washing children's clothes should be provided at the center.

4.18 Safety in the Surroundings

- 4.18.1 All areas and places accessible to children should be free from hazardous conditions that may endanger the safety and the health of the children.
- 4.18.2 Safety gates should be constructed at the required places to ensure that the children are always safe.
- 4.18.3 If a well is used to draw water for the center, small children should not be allowed to enter such places without the supervision of an adult staff member, and such places should be kept closed when not in use..
- 4.18.4 All activities which children participate in should be free from any form of hazardous conditions.

4.19 Dangerous Substances

- 4.19.1 Under no condition should drugs be brought into the premises of the child development center.

- 4.19.2 All hazardous or toxic substances, cleaning materials, flammable substances, or other hazardous materials should be kept in a safe place out of reach of the children.
- 4.19.3 Such hazardous substances should not be stored in places where medicines are stored or where food is prepared, stored or served.
- 4.19.4 The Manager of the child development center should ensure that only persons authorized to use such hazardous materials have access to those materials and that such materials are released from the stores only to those persons.
- 4.19.5 No child should be allowed to use such material.

4.20 Fire Protection

- 4.20.1 All precautionary measures should be in place to protect children from fire hazards.
- 4.20.2 Fire extinguishers of working condition should be made available in every building.
- 4.20.3 The staff of the child development center should be well aware of the steps to be taken in case of an emergency, and adequate pre-training programmes should be conducted for the staff in this regard.

4.21 Lead Poisoning

- 4.21.1 The management of the centre should ensure that the walls of the buildings are not contaminated with lead-based paints that may be toxic to children and the furniture is not contaminated with toxic coatings.
- 4.21.2 Staff members should ensure that the ground in the children's play area is not polluted with lead-containing materials such as batteries and scraps of paint on houses.
- 4.21.3 All toys and other sports equipment that may have been coated with lead-based paint should be removed immediately and replaced with non-toxic toys and sports equipment.
- 4.21.4 If it is confirmed that the center or the premises of the center is so polluted, it is mandatory that the children should be subjected to a lead test.

4.22 Other

- 4.22.1 All members of the center should always have access to an active landline telephone.
- 4.22.2 All electrical equipment used in the center should be properly maintained and should be regularly inspected for defects.
- 4.22.3 Minimum amount of glass should be used in the building and other items used in it.
- 4.22.4 Doors and windows used for ventilation should have curtains that are safely fixed..
- 4.22.5 Furniture such as cupboards should be fixed to the wall to prevent them from falling on the floor. Cupboards should be tightly closed whenever not in use.

- 4.22.6 All staircases used by children should be enclosed by walls or firmly fixed railings to the height of the children. All staircases used by infants, toddlers or preschoolers should be secured with a gate or door.
- 4.22.7 The floor tiles laid in the center premises should not be slippery and should be properly maintained to prevent any hazards (e.g. if water or liquids fall on the floor, they should be removed and cleaned immediately.)
- 4.22.8 All medicines, chemicals, other harmful substances and harmful plants growing indoors or outdoors should be kept out of reach by children.

4.23 Waste Management

- 4.23.1 The child development center should have arrangements in place to maintain the cleanliness of the internal and external environment. Necessary arrangements should be made and proper hygienic procedures should be followed for proper disposal of garbage and rubbish.
- 4.23.2 In this regard, the center should get advice from the relevant Public Health Inspector and act accordingly.
- 4.23.3 Garbage should not be disposed of in a manner that endangers the health of children. (E.g., creating mosquito breeding grounds, stinking)
- 4.23.4 Appropriate waste management practices should be followed in disposing of garbage. Waste should be sorted as follows before disposal:
 - 1) Waste food/biodegradable matter in a separate bin
 - 2) Polythene and plastic in a separate bin
 - 3) Paper and cardboard in a separate bin
 - 4) Pieces of broken glass and bottles in a separate bin.

Chapter 5

Health and Welfare of the Children

5.1 Health and Welfare of Children

5.1.1 First Aid

- 1) A child development centre should have fully supplied first aid boxes kept in a well-maintained, locked container.
- 2) A first aid box should be installed and maintained in each building where are present.
- 3) The first aid box should be kept in a place that is not directly exposed to heat, and that is accessible by childcare providers, but not by the children,
- 4) Materials required for giving first aid should be clearly marked and stored in a covered container. There should also be a manual on how to use them.
- 5) The first aid box should be regularly checked, and if there is a shortage of any material it should be filled.
- 6) The date of expiry should be stated on each drug in the first aid box.
- 7) Do not include any medication unless specifically recommended for a child.
- 8) At least one of the child care providers on duty at any time should have a basic training in giving first aid for infants and young children in an emergency.
- 9) There should be documented and understood procedures and prevention strategies for managing allergies.

5.1.2 Providing medical treatment

- 1) Each individual child should be observed for illnesses or injuries and should be provided with medical treatments accordingly.
- 2) Children between 0 – 5 years should be seen by Family Health Midwives, and weight and height should be measured monthly, once in two months or as per the normal practice in the Maternal and Child Health Programme of the Ministry of Health.
- 3) The Family Health Midwife and Early Childhood Development Assistant should be informed of underweight children.
- 4) Every child under the age of five years should have a healthgrowth card.
- 5) Every child should be registered with a health care provider who provides primary care.

- 6) Arrangements should be made for a medical officer to visit the child development center at least once a year to examine the children and to provide them with necessary medical treatment.
- 7) The child development center should make arrangements for the examination of children by other specialist doctors as required (at least once in 6 months). (E.g. specialists such as dentists and psychiatrists)
- 8) Every child should be subjected to dental checkup every six months and should be referred for the necessary treatment.
- 9) All children should be referred for appropriate immunization according to their age and the center should maintain records in this regard.
- 10) If there are malnourished children, they should be referred to a nutrition center to improve their nutritional status.
- 11) Each child should be provided guidance on issues related to their personal care as appropriate for their age and physical condition.
- 12) In case of an emergency, the relevant children should be taken to the nearest hospital immediately, and their primary medical care provider (e.g., the medical officer) should be notified immediately.
- 13) The nearest medical professional or hospital should be identified to refer children to in case of an emergency medical need.
- 14) Provide personal assistance, medicines, equipment or assistance to children with medical needs or disabilities.
- 15) If there are children who need to be given medicine on a daily basis, how the required medicine should be given to them should be discussed with the relevant doctor, and the necessary instructions should be obtained in writing.
- 16) Children should generally not be given any medicine unless it is prescribed by a doctor or unless there is an urgent need for a child.

5.1.3 Medical reports

- 1) When admitting a child to a child development center, the medical records of that child should be obtained, too. Each child should be subjected to a full medical examination within 2 weeks after admission to the center.
- 2) The height and weight of each child should be measured every three months from the date of their first medical examination, and they should be recorded in their personal file.

- 3) When giving injections or other medicines to children, they should be given under a doctor's prescription, and written records that are updated daily for each child separately should be maintained in that regard.

5.1.4 Prevention and reduction of infectious diseases / infections

- 1) Necessary precautions should be taken to prevent further spread of the diseases.
- 2) Staff members should promote good personal hygiene practices among the children in order to reduce spread of infections among the children, and should ensure that children follow those practices.
- 3) If a child or a member of staff is suspected of having an infectious disease / infection, that child / staff member should be kept away from children to prevent or reduce the spread of the disease.
- 4) If there is suspicion that one or more of the children and/or the staff members of the center is/are suffering from an infectious disease, facilities should be made to refer such individual(s) to the nearest health officer and to give necessary treatment.
- 5) Children should be checked regularly for lice on their head, and treatment should be given as appropriate.

5.1.5 Giving medicines

- 1) It is the responsibility of the child development center Manager to monitor the medicines given to each child.
- 2) Medicines prescribed for each child should be administered under the supervision of a trusted caregiver only with the approval of a medical officer.
- 3) Medicines should be given only to the child who has been prescribed the drug and should not be given to other children.
- 4) The child should use the drug on his/her own only if the medical officer in charge of the child's health has given written approval for it.
- 5) Written records should be maintained about all medicines given to children.
- 6) If technical / medical knowledge is required to administer a prescribed medicine to a child, the child care provider should be trained by a qualified health professional on the administration of that medication.

5.1.6 Storage of medicines

- 1) 1) All medicines should be stored securely locked in a place that is inaccessible to children. Administration of all medicines should be done by childcare providers only, and no child should be allowed to use drugs without supervision.
- 2) Medicines purchased from the market without consulting a doctor should be given only under the supervision of a child development provider.
- 3) Medicines should be kept stored in their original packaging and clearly labeled.
- 4) Medicines should be stored under the relevant environmental conditions in accordance with the prescribed hygiene practices to ensure the protection of their quality.

5.2 Child Welfare, Protection, Education and Activities

5.2.1 Infants (04 months to 01 year)

- 1) Babies should be cared for in groups of up to a maximum of three babies per group.
- 2) Babies should be kept outdoors for a short time in the morning.
- 3) It is best to have one baby held in the arms by the same child care provider continuously while feeding the baby, and the sleeping baby should be checked at least once every thirty (30) minutes.
- 4) The baby's posture should be changed at least once every half hour while the baby is awake.
- 5) The baby should be cuddled, talked to lovingly, and put to sleep slowly.
- 6) Equipment used for feeding babies should be properly cleaned and/or sterilized (depending on the nature of the container).
- 7) The temperature of the prepared milk should be checked before feeding it. Feeding of milk should be tailored not only to the recommended intervals but also to the baby's needs. Feeding of milk using a cup is recommended.³

5.2.2 Toddlers (1 – 3 years)

- 1) Children should be provided with necessary equipment to play, and should be given the opportunity to play freely with adequate focus on nature based sports.
- 2) Equipment / support required for climbing and walking should be provided.
- 3) Sensory kinetic stimulation should be induced through singing and rhythmic actions.

³Refer the Guidelines on Feeding of Babies and Small Children (Published by the Ministry of Health).

- 4) Participation of children should be encouraged by telling stories with performances and movements.
- 5) Time should be set aside for feeding, resting, sleeping and outdoor sports activities.
- 6) Before feeding milk, its temperature should be checked.³
- 7) When a baby is awake, the baby's posture should be changed at least once every half hour..⁴
- 8) A child who is unable to sleep should not be kept in bed/cradle for more than an hour and then the child should be allowed to get up and participate in other leisure activities.
- 9) Child care providers should develop the children's habit of using toilets and it should be based on the individual needs of each child..

5.2.3 Preschool-age Children (3 – 5 years)

- 1) Children should be provided with support, encouragement and guidance to engage in group activities and nature-based activities and to practice religious activities according to their religion.
- 2) Specific times should be set aside for aesthetic activities including arts, for thematic learning activities, for outdoor sports activities, and rest and sleep.
- 3) A child who is unable to sleep should not be kept in bed for more than 30 minutes and then the child should be allowed to get up and participate in other leisure activities.⁵

5.2.4 School-age Children – Primary (6 – 10 years)

- 1) Children should be made involved in creative learning, aesthetic activities, hobbies, leadership development activities and outdoor sports activities.
- 2) Personal development of children should be encouraged through the promotion of activities aimed at developing children's self-esteem, problem-solving skills and interpersonal skills.
- 3) Children should be given the support and encouragement they need to engage in group activities, engage in reading activities, and spend time with nature.
- 4) Children should be assisted to complete homework and facilities should be provided to participate in tuition classes as required.
- 5) Specific times for rest or sleep should be set aside ensuring the privacy of both girls and boys.

⁴National Guidelines for Child Daycare Centres in Sri Lanka, National Child Protection Authority

⁵National Guidelines for Child Daycare Centres in Sri Lanka, National Child Protection Authority

5.2.5 School-age Children – Secondary (11 – 18 years)

Activities that adolescents should participate in:

1. Engaging in activities that cover interests such as art and leadership
2. Creative educational activities
3. Leisure activities
4. Media and Communication
5. Engaging in hobbies
6. Activities that develop physical fitness
7. Activities that develop personality and life skills
8. Personal development in children should be encouraged through the promotion of activities aimed at developing children's self-esteem, problem-solving skills and interpersonal skills.
9. Necessary facilities should be provided for children beyond the age of compulsory education to attend / participate in vocational training courses / other training workshops offered by a recognized government institution at their discretion.

5.3 General Guidelines

- 5.3.1 The center and its staff should recognize the identity of each child and treat each child with due respect.
- 5.3.2 The child development center should protect the privacy and dignity of all its children.
- 5.3.3 While children are given the freedom they need to develop as independent individuals, they should be protected from possible harm.
- 5.3.4 The rights of the child should not be violated. The child development center should protect and promote the rights of children.
- 5.3.5 Equality between all the children should be maintained regardless of their gender, ethnicity, religion, values or disability.
- 5.3.6 Access to facilities should be provided as appropriate for children with physical or mental disabilities.
- 5.3.7 The staff should take necessary steps to prevent the harassment of children in the child development center and should take appropriate action on allegations of harassment.
- 5.3.8 Children should be provided with age-appropriate guidance and support.
- 5.3.9 The children should not be given the opportunity to discuss with outsiders the reasons for their admission to the child development center.

- 5.3.10 Every child should have a child care provider who can communicate in the language the child uses.
- 5.3.11 What the children say should be listened to, appreciated and respected, and what they do should be observed and their sports, learning and development activities should be designed accordingly. Children should always be spoken to with understanding and kindness, and their ideas should also be taken into account when developing their abilities.

5.4 Standards for Education Services

- 5.4.1 All the children in the compulsory school age (16 years or less) should be sent to school regularly.
- 5.4.2 Children should be sent to a suitable educational institution suitable for their age, ethnicity and their preferences and abilities
- 5.4.3 A daily arrangement should be in place in the child development center to promote education and regular schooling.
- 5.4.4 Children with special needs should be sent to a special education class or school to receive their education. Tuition classes should be conducted at the child development center for children who are unable to go to school.
- 5.4.5 Children at the age of 3-5 years should be sent to a pre-school / early childhood development center.
- 5.4.6 Children with disabilities should be sent to appropriate schools.
- 5.4.7 Children who are above the age of compulsory education should be referred with their consent for higher education or to follow training courses conducted by a recognized government institution.
- 5.4.8 Education should be provided through tuition classes for children who are interested in or who are in need.
- 5.4.9 The Manager of the child development center should maintain good communication with the education institutions which the children attend, and should regularly monitor the progress of the children.
- 5.4.10 When the authorities (e.g., school) responsible for engaging children in certain educational or other extracurricular activities need to engage children in such activities, the child development center should make arrangements for the children to engage in such activities.

5.4.11 There should be a library as suitable for the age of the children and with a sufficient number of books for the number of children in the centre. Every child should be given sufficient time to read.

5.4.12 Daily newspapers and a weekly children's newspaper should be provided to suit the language of the children.

5.5 Promotion of Recreational Activities

5.5.1 The center should develop appropriate and meaningful leisure activities for children, should encourage children to engage in such activities, and should provide the necessary support for those activities.

5.5.2 The center should encourage the children to engage in the extracurricular activities that are provided to them by their school.

5.5.3 Children should be provided with resources and opportunities to learn moral, spiritual and cultural values, as well as to develop their gross and fine motor skills, language and cognitive skills, creativity, emotional intelligence and social interaction, and to engage in sports activities and to gain experiences.

5.5.4 In order to promote leisure activities among the children, necessary equipment such as a television, a radio, musical instruments (at least three), board games, and materials required for art activities such as drawing and painting should be made available in the centre.

5.5.5 Non-exciting, but active sports including nature-based sports and individual and group activities, and diverse, flexible, age-appropriate and gender-friendly activities, and activities suitable for children with disabilities should be provided for the children.

5.5.6 Activities, sports or toys should not be harmful or violent in nature.

5.5.7 The use of computers (except for learning purposes), mobile phones and smart phones should not be encouraged in the center as a substitute for recreational or sports activities. If there are computers, they should be password protected, and if they have Internet access, Internet security precautions should be in place. If computers are used for learning purposes, the time should be limited to a maximum of 45 minutes⁶.

⁶ National Guidelines for Child Daycare Centres in Sri Lanka, National Child Protection Authority

5.6 Religious Activities, Cultural Activities and Other Celebrations

- 5.6.1 Opportunities should be provided for children to engage in religious activities according to their religion.
- 5.6.2 Necessary facilities and opportunities should be provided for children to celebrate cultural and religious festivals (e.g. Sinhala and Hindu New Year, Deepavali, Christmas, Vesak, Ramadan, World Children's Day, etc.).
- 5.6.3 Center management should promote indoor cultural activities. (E.g. singing, dancing, drama, art activities, etc.)
- 5.6.4 The management of the child development center should provide children with the opportunity to celebrate special occasions involving children (E.g., birthdays, children's achievements, etc.).

5.7 Behaviour Management and Discipline

- 5.7.1 There should be a code of ethics for the disciplinary management of children in the center, and it should be kept displayed in the center.
- 5.7.2 When admitting a child to the center, action should be taken to make the child aware of these ethics.
- 5.7.3 No excessive force should be used on children to control them or maintain discipline.
- 5.7.4 Care should always be taken to use formal positive teaching methods to maintain discipline. Staff should have adequate training and skills in using such methods.
- 5.7.5 No staff member in charge of the children should use any means of physical or mental abuse of children including the following methods in order to maintain discipline:
 - 1) physical punishment
 - 2) depriving of food and drink
 - 3) depriving of sleep
 - 4) threatening
 - 5) putting the children in a room and locking the door
 - 6) not providing the required medical care or medicines to children
 - 7) refusing to provide the necessary equipment for a disabled child
 - 8) name calling or personally insulting children
 - 9) preventing children from contacting the persons specified in Section 5.8.4 herein
 - 10) forcing children to wear clothes or other items that make children stand out from the crowd or that are not suitable for children
 - 11) children should not be emotionally abused or mentally abused as a form of punishment
 - 12) subjecting children to intensive physical examination
 - 13) encouraging all the children or one child to punish another child

14) keeping a child in a locked room / locked building

5.8 Approach for Contacting Persons and Communication

- 5.8.1 Child development center should encourage children to contact their parents, relatives or friends.
- 5.8.2 The child development center should ascertain whether any person in contact with the child is suitable for the child's well-being.
- 5.8.3 The child development center should, on the recommendation of the Commissioner of Probation, provide facilities for the children to meet their parents, relatives, friends and persons listed in Section 5.8.4 in person at the child development center premises at any reasonable time.
- 5.8.4 Children should be allowed to meet the following persons:
- 1) a lawyer representing the child;
 - 2) probation officers to whom the child has been assigned by the child placement authorities;
 - 3) Child Rights Promotion Officers
 - 4) District Psychosocial Officers, District Child Protection Officers and Regional Child Protection Officers
 - 5) officers of the National Child Protection Authority who supervise child development centers
 - 6) officers related to the health sector
 - 7) police officers
- 5.8.5 Children should be provided with the necessary access to make or receive personal telephone calls or mail from their parents, relatives and friends, or other persons referred to in paragraph 5.8.4, who have been recommended by the Probation Officer.

5.9 Cash and in-kind contributions

- 5.9.1 Children should not be exposed directly to independent donors or organizations in a manner that harms their dignity.
- 5.9.2 All donations (e.g., cash or goods) received by the center should be recorded in an inventory by the center Manager. All materials should be distributed equally among children and records should be maintained.
- 5.9.3 Such records should be kept prepared for submission to audit queries.
- 5.9.4 An annual report on the child development center and a report on the progress of children should be submitted annually (at the end of the year) to the Provincial Commissioner of Probation.

Chapter 6

Complaint Handling, Centre Check-ups and Monitoring

6.1 Complaint Handling




- 6.1.1 The children in the center should be given the opportunity to make anonymous complaints, suggestions or comments about the staff of the center or other children.
- 6.1.2 Any child involved in the allegations should not be discriminated against in any way by others and their privacy should be protected.
- 6.1.3 A log book should be maintained to write down details of allegations of abuse and / or neglect or other complaints, and action taken in response to them
- 6.1.4 .When the complaint is related to a criminal activity, the staff of the center should immediately inform the nearest police station.
- 6.1.5 When a complaint has been lodged, the Manager of the child development center should inform the following persons about the situation, and immediately seek advice from the Child Replacement Committee authorities on the action to be taken:
 - (1) members of the Child Replacement Committee\
 - (2) parents / relatives of the child
- 6.1.6 In the event where a staff member has been charged with an incident of abuse, the staff members should be suspended until further notice depending on the nature / seriousness of the abuse. The person concerned should not be allowed to be present in the premises of the center with immediate effect until the investigation has been completed.
- 6.1.7 In the event of an investigation by the law enforcement authorities into a complaint relating to a criminal offense and the allegations are found to be substantiated, the employment of such employee should be terminated with immediate effect.
- 6.1.8 If the current location of a child may be problematic for the child's safety, the child should be transferred to another child development center in the same district. In order to make such a transfer, the approval of the members of the Child Replacement Committee and the consent of the child concerned should be sought.
- 6.1.9 When submitting an application for renewal of the licence of the child development center, the center Manager should submit a summary of such complaints and the action taken in that regard.

6.2 Check-up of Child Development Centres

- 6.2.1 Officers of the Provincial Department of Probation and Child Care Services should visit child development centers for inspection without prior notice, and records of such inspections should be entered in the files of such child development centers maintained by the Provincial Department of Probation and Child Care Services. Reports of such inspections should also be submitted to the Chairman of the National Child Protection Authority.
- 6.2.2 The officials of the Provincial Department of Probation and Child Care Services should check whether the guidelines and standards of the child development centers have been duly met, and if they have received any complaints, they should investigate those complaints as well.
- 6.2.3 Whenever possible, the assistance of the District and Regional Officers of the National Child Protection Authority should be sought for such inspections. If necessary, assistance of the Head Office of the National Child Protection Authority and / or the Special Police Investigation Unit of the Authority and / or the police station nearest to the child development center should be sought, and all reports of such inspection visits should be reported to the Chairman of the National Child Protection Authority.
- 6.2.4 Each Provincial Department of Probation and Child Care Services should submit to the National Child Protection Authority on or before 31st of January each year a list containing the addresses of the registered child development centers and their contact details. If any changes are made to this list, the National Child Protection Authority should be notified immediately.

6.3 Monitoring of Child Development Centres

- 6.3.1 Monitoring of child development centers in Sri Lanka should be done annually by the National Child Protection Authority.
- 6.3.2 In the first phase, the Divisional Child Protection Officer (Div CPO) should supervise the child development centers situated within his area.
- 6.3.3 Supervision activities of the first phase should be carried out in the second (02) quarter (April to June) of each year.
- 6.3.4 According to the average of the marks given to each child development center for the questions in the supervision questionnaire during the supervision, the relevant child development institutes should be classified as follows under 03 main categories.

	Average mark in the supervision	Colour relating to the Categorization	Final Assessment	Relevant Category
1	1 - 4 (3.9)	Red	Immediate intervention should be made as there is a serious threat to the safety of children (Supervising again within two weeks as instructed).	
2	4 - 7 (6.9)	Yellow	Although there is no serious threat to the safety of children, there are conditions that need to be improved (Supervising again in 06 months)	
3	7 - 10	Green	Safety of children is satisfactory. Can be supervised at the relevant times. (Annual monitoring)	

6.3.5 The District Child Protection Officer should monitor the work performed in the district by the Divisional Child Protection Officer under the first phase during the relevant quarter and should submit its report to the National Child Protection Authority.

6.3.6 In the second phase, the child development centers that have been given one (01) red star in the supervision carried out by the Divisional Child Protection Officer will be supervised again by the District Child Protection Officer with a team of supervisors under the second phase.

6.3.7 The child development centers that have been given one (01) red star (Red Category) at the first phase should be supervised again by the following team (06 officers) within a period of 02 weeks.

- 1) District Child Protection Officer (DCPO)
- 2) The Divisional Child Protection Officer (Div CPO) who carried out the supervision at the first phase.
- 3) Child Rights Promotion Officer (CRPO) in the division where the child development center is situated.
- 4) A Probation Officer (PO) who is not in the same division where the child development center is situated.
- 5) Family Health Services Officer of the division where the child development center is situated or a Family Health Services Officer nominated by the Office of the Medical Officer of Health in the area.

6) Counseling Officer of the division where the child development center is situated.

6.3.8 Centers that have been given 02 yellow stars should be supervised again by the Divisional Child Protection Officer within 06 months.

6.3.9 In case where the relevant positions become vacant, acting officers or officers covering the duties should participate in the aforesaid supervisions.

6.3.10 The final report of the supervision should be referred to the relevant Provincial Commissioner of Probation and Child Care Services for necessary action, and a copy of the same should be forwarded to the Department of Probation and Child Care.