

# **UNACCOMPANIED CHILDREN IN EXILE**

## **GUIDE BOOK / TRAINING KIT**

HRE/CHILD/9/4

CSPI - Center for Social Policy Initiatives



**Rädda Barnen**  
SWEDISH SAVE THE CHILDREN

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CENTER FOR SOCIAL POLICY INITIATIVES  
and  
RÄDDA BARNEN  
Swedish Save the Children

# Unaccompanied Children in Exile

GUIDE BOOK/TRAINING KIT



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# Foreword

*The "Unaccompanied Children in Exile" Training Kit, is intended to serve as a guide book for the Identification and Documentation of unaccompanied refugee children for the purpose of Reunification of the children with their parents and other family members, meeting the best interest of the children.*

This guidebook contains the instruments and the corresponding guidelines, **tested and evaluated** since 1993 within the Project "Unaccompanied Children in Exile" in 13 countries<sup>1</sup> of exile of the refugee population from former Yugoslavia.

The UCE know-how has also been shared since 1994 with "Save the Children Fund UK" in Serbia and Montenegro.

From 1995 on, the UCE instruments have been shared with social services in the Federation of Bosnia - Herzegovina for the registration of internally displaced unaccompanied minors in the B-H Federation.

The developed know-how, the questionnaires, guidelines and forms have a computerized information component. The concept of the UCE Project has integrated the idea that the records on unaccompanied refugee minors should be shared according to the agreed protocol related to the confidentiality of data on unaccompanied minors, between the authorities authorized for the protection of unaccompanied children.

<sup>1</sup> Croatia, Macedonia, Sweden, Norway, Denmark, The Netherlands, The United Kingdom, France, The Czech Republic, Austria, Turkey, Pakistan and Malaysia.

# Methodological Framework - The Corresponding Instruments and Tools

## 1. Introduction

Widely circulated, the UCE know-how was designed to target the unaccompanied refugee minors, separated from their parents because of war circumstances.

Family separation occurs as the consequence of the war situation or other emergencies. The separation of families, the separation of parents from their children, happens either voluntary or without parental consent.

Because of the circumstances (war or the other emergency situation) children are left alone, or find themselves alone, without their parents or other close family members.

The children who are separated from their parents because of the war circumstances are defined as UNACCOMPANIED REFUGEE/DISPLACED CHILDREN.

***Unaccompanied/displaced children are those children aged from 0 to 18 who are separated from their parents, because of the war circumstance.***

Unaccompanied refugee children are an extremely vulnerable group of refugees; they need additional care and protection to meet their special needs.

## 2. Plan for Social Action - Strategy

In order to develop the Project related to:

- **The care and protection** of unaccompanied refugee/displaced children, who are deprived of parental care as they are separated from their parents, and are, de facto, a children without adequate parental care, UCE TOOLS and INSTRUMENTS can be utilized for carrying out the Project related to the care and protection of unaccompanied minors.

The information needed for the project implementation is related to the existent circumstances in the local social structure, information related to the care arrangements in the area of child welfare and existent human resources as service providers.

It is also important to have a precise definition of the target group: to be aware of the different care arrangements for the groups that might have very similar needs, but according to different criteria, are not covered by services in the same manner (i.e. LOCAL CHILDREN WITHOUT ADEQUATE PARENTAL CARE and UNACCOMPANIED REFUGEE CHILDREN separated from their parents under the war circumstances).

To begin with, it is of the utmost importance to clarify the following - HAS THE STATE RATIFIED THE UN CONVENTION ON THE RIGHTS OF THE CHILD?

The presence of the international relief community may also determine the mandate and feasibility of the project implementation.

The implementation of the Project of CARE and PROTECTION of unaccompanied refugee minors / local children without adequate parental care, should include an **AGREEMENT** between the non-governmental organisation that is going to implement the Project, and the governmental body in charge of child welfare (it should be almost an imperative in countries that have ratified the UN CRC).

The governmental body in this respect **SHOULD DELEGATE** a certain set of activities (mostly care arrangements) to the non-governmental agency, should **SHARE** the confidential data and **ENSURE** the technical support (mostly informational in character) necessary for the project implementation.

A similar **AGREEMENT** should be set up with the international relief community on the spot; mainly Red Cross and UN agencies with the mission to ensure care and protection of unaccompanied refugee/displaced minors.

## 3. Instruments - Guidelines

### 3.1.

### General guidelines for interviewers

Unaccompanied children represent the most vulnerable group among the war-affected population and need special attention. This is a group that will most probably suffer long-lasting effects if not properly taken care of or protected, since its members are the least capable to take care of and protect themselves.

Therefore, when you come across such a child, your task is of utmost importance. In talking to the child and the persons who know the child you have to find out a series of relevant data. These data should enable the following:

- ◆ tracing parents to establish contacts between the child and the family or other relatives with whom the child wishes to live if reunion with parents is not possible;
- ◆ an assessment, of whether the child in exile has been adequately taken care of or endangered, that would enable the team to recommend interventions for the best care and protection of the individual and legal rights of the child.

The recommendations for interventions depend on the data that you collect and therefore, your conscientiousness is of utmost importance. For that reason we wish to draw your attention to some important circumstances that have to be taken into consideration during the interview.

First of all, you are interviewing a child in exile without parental care. Therefore, your work experience with children is of great importance. You are expected to be skilful and tactful during this interview.

Always be aware that the information that you look for to enable tracing of parents and other relatives causes great pain and trauma to the child.

When interviewing the child you have to consider the age of the child. If the child is older than 9 or 10, it is important to find out what the child wishes or expects concerning the family, accommodation, education and the future plans.

If the child is placed in collective accommodation, it is important that the child is not called in for the interview. You have to look for the child, establish a contact with the child or the child's caretaker or the person who knows the child (if the child is too small to give information), and, depending on the age of the child, explain why you wish to talk to him/her. It would be sufficient to say that you wish to talk to him/her, just as with the rest of the children on the premises, to find out more about his/her situation, expectations, wishes and plans, since you might be able to help.

Try to ensure the best conditions for the interview (a separate room in which you can talk undisturbed).

In cases of unaccompanied children who are unable to give you the information (because of the age, stress, illness, etc.) you have to find a person in the refugee surroundings who knows the most about the child or who takes care of the child (i.e. a neighbour from home). Sometimes you will get the needed information from several persons who know the child or who are in contact with the child. On the last page of the questionnaire you are asked to fill in their names and their relation with the child, since you need them for future contacts concerning the interventions and the follow-up of the child.



## 3.2.

# Special Guidelines for Interviewers

- The interview concerning the missing parents will most probably cause the majority of the children intensive emotional reactions, tears or anxiety.
- This can also cause fear and questions like: "Is that person going to take me somewhere and separate me from the people I know?"
- The conversation concerning the parents might cause the fear that the parents are dead and that data are being collected for that purpose.
- Similar emotional reactions and fear are often seen with people taking care of the children. And these emotions may strongly influence the answers of the interviewed persons.

***It is of utmost importance that the interviewer respects the emotional situation of the child and especially the possible anxiety. The interviewer has a moral responsibility.***

Therefore, it is important to interview the child so as to avoid as much as possible further distress, and to answer all the child's questions.

Even during a very tactfully performed interview it is not possible to avoid emotional reactions that occur when talking about the missing parents. Therefore, the interviewer must help the child:

1. Before the interview, the purpose of the interview has to be explained. It is good to stress that you wish to see how to help him/her.
2. As an introduction the interviewer has to tell the child that he/she has no information about the parents and that the child will not be moved to another place.
3. The conversation has to be carried on in a very pleasant tone. In case the child cries or is afraid - ask her/him why he/she is crying or afraid. Help the child to open up and to speak. Reassure the child. Try to be optimistic, tell the child that every war finishes; that they are taking good care of him/her; that everything will be done to help him/her. It is useful to touch the child.
4. At the end of the interview repeat the aim of the interview and answer all the child's questions. Stress that he/she can always ask you to answer his/her additional questions and that you will try to help.
5. If the child is very traumatised, notify the adequate services.
6. The interviewer should speak clearly and comprehensively to the child.
7. Give the child the possibility to ask questions.
8. Explain to the child what will be done.
9. If the child cries or is anxious, talk to the child first about that and offer help.
10. If the adult caretakers are in a similar emotional state, talk with them and help them.

---

***Always consider the age of the child.***

***When the child is older than 10, ask for his/her wishes, plans and intentions.***

***Go out in the field - do not call in the child for the interview in your office.***

***Be sure that the surroundings for the interview are suitable.***

---

## 3.3.

# The “DBP” Questionnaire - Introduction

Instruments created to support the basic aims of the Project – reunification and repatriation of unaccompanied children - were uniquely developed for the UCE Project and they consist of two basic questionnaires and a few supporting forms. At the same time adequate computer applications were developed for the purpose of computerized data processing.

### The content of the DBP Questionnaire

The DBP questionnaire consists of 8 different items:

- I. General information about the child
- II. Information about parents
- III. Information about siblings
- IV. Information about extended family
- V. Circumstances of exile
- VI. Interviewee
- VII. Description of the child's current situation
- VIII. Observations, remarks and recommendations

Concerning the questions about the children, it should be stressed that a couple of specific questions have been included that are usually not found in questionnaires. It is necessary to enter into the application the colour of eyes and hair of the child and if possible to include a photo of the child. Then, it is important to register whether the child in exile is placed alone or with an adult person, and if so the relationship of this adult person with the child (relative or not). It is also important to provide information on the child's physical or psychological situation (was the child wounded, developmentally disturbed, etc.) If the child has a legal guardian, information about the guardian should also be included in the questionnaire.

This first group of questions also include questions concerning the child's special birthmarks as well as personal belongings or clothes, if they exist, that could help later recognition and identification of the child. At the end the interviewee is asked to respond to the question with whom the child lived prior to separation (both parents, one of the parents), and this actually focuses the tracing and reunification process.

Among the questions about the parents the most important are the data concerning their last known address (because of the frequent migrations of refugees); then the source of information concerning the death of one or both of the parents, or whether the child maintains contact with the parents or with the person who took care of the child before the war. These data are important for tracing and establishing contacts with parents, whether using the Project's data base (ROT) or the ICRC, radio ham operators, newspaper adds. The information concerning the siblings and relatives become very important in cases when the child is inadequately placed or taken cared for; in cases when it is impossible to find parents; in cases when they are dead. Therefore, it is important to find out the parents' last known address and whether they are also refugees.

The group of questions concerning the circumstances how they became refugees starts with the date of departure from the place of domicile, due to the war. Then the questions

proceed concerning the reason and mode (in a technical sense) of separation between parents and children. Then the important question is whether the child wishes to reunite and with whom. A subgroup of questions concerns the possible change of placement of the child.

Because of different placement arrangements, the questionnaire seeks information about the person who is giving the information.

The last two groups of questions are of a more open type. The interviewer has to be trained to describe the placement and the financial situation of the child, as well as the child's physical and psychological situation; the child's ability to adapt to the new school and surroundings, school achievements, etc.; the child's general interests and especially the wish for further education. This is important information for the purpose of organizing and facilitating psychosocial assistance. For the purpose of reunification the most important information is to find out exactly which ID documents are in the possession of the child.

The plans for assistance have to be based on the data received through the afore-mentioned questions, and the assistance should be proposed by a person well informed of all options for feasible care arrangements. On the bases of the suggested options of assistance, an individual plan of activities is developed. In order to keep track of the activities a form has been developed, the Intervention List. This form contains all the interventions for each child, and it is important to insert beside each intervention the cooperating organization (CSW, ICRC, embassies, ODPR, school, hospital, etc.) and the planned time for achieving a particular intervention. The interventions are as follows:

- Tracing
- Establishing contacts between child and parent/s
- Initiating the appointment of legal guardians and suggesting a suitable guardian
- Finding better placement (foster home, institution, etc.)
- Assistance in improving the placement of the child in collective shelters
- Finding sponsors for children in need, especially for orphans
- Financial assistance - from your own funds or distribution of financial assistance provided by other organizations
- Engagement of specialists for medical assistance or/and psychosocial assistance
- Assistance concerning the education of the child (enrolment)
- Special programs

The List includes the data of subsequent visits to the child, which forms a part of the follow-up process.

A second form, "The Follow-up Form", documents the individual visits. The interviewer has to register all the relevant changes that have occurred since his/her last visit to the child, especially if a spontaneous change of placement has taken place; a guardian has been appointed; sponsorship for the child has been found, or if the child wishes to start the reunification process. In regard to the reunification process it is important to have information on whether the parents are allowed to leave their country of origin (if they are still there). Do they have valid travelling documents? Do they have a guarantee letter for the recipient country or, if they plan to leave to a third country, do they have valid documents. The afore-mentioned information is important for the realization of the planned intervention.

Note: All answers to be filled in with block letters



### 3.3.1. DBP

Date of interview:

day.month .year

\_\_\_\_ . \_\_\_\_ . 199\_\_

## I. GENERAL INFORMATION ABOUT CHILD

1.1. Family Name \_\_\_\_\_

1.2. Given Name \_\_\_\_\_

1.3. Nickname \_\_\_\_\_ 1.4. Gender ☐ M ☐ F

1.5. Date of birth \_\_\_\_ . \_\_\_\_ . 19\_\_ or age \_\_\_\_

1.6. Place of birth \_\_\_\_\_

Municipality \_\_\_\_\_ Republic/State \_\_\_\_\_

1.7. Citizenship \_\_\_\_\_ 1.8. Nationality \_\_\_\_\_  
/ethnic origin

1.9. Colour of Eyes ☐ Black ☐ Brown ☐ Blue ☐ Grey/Green

1.10. Colour of Hair ☐ Black ☐ Brown ☐ Blond ☐ Red

1.11. The child is living:

☐ a) Without adult care

☐ b) Under the care of an adult, name \_\_\_\_\_

Relationship of the adult to the child:

☐ 1) relative (specify) \_\_\_\_\_

☐ 2) family friend

☐ 3) person unknown before exile

☐ 4) other, specify \_\_\_\_\_

Lived with the child before exile ☐ Yes ☐ No

1.12. Type of accommodation/arrangement:

☐ a) collective shelter

☐ b) institution

☐ c) hospital/rehabilitation centre

☐ d) in a non-refugee host family

☐ e) in a refugee host family

☐ f) living alone in private accommodation

☐ g) living in private accommodation with other underage children

☐ h) other \_\_\_\_\_

Child's  
Photo

1.13. The child is with an underage sibling/s (under 18) ☐ No ☐ Yes, number \_\_\_\_\_

1.14. If the child in exile is unaccompanied, specify adult person who currently interacts with the child most frequently and is most acquainted with child's situation

Name relationship address

\_\_\_\_\_

1.15. Does the child have an officially appointed legal guardian ☐ Yes ☐ No

Name and address of guardian \_\_\_\_\_

\_\_\_\_\_

1.16. Current residence

Current residence \_\_\_\_\_ Town, code \_\_\_\_\_

Street, number \_\_\_\_\_ Telephone number \_\_\_\_\_

Name of host, camp or institution accommodating the child

\_\_\_\_\_

1.17. Permanent residence (prior to displacement)

Republic/state \_\_\_\_\_

Municipality \_\_\_\_\_ Town, code \_\_\_\_\_

Street, number \_\_\_\_\_ Telephone number \_\_\_\_\_

If the child was with another person/family or institution please specify full name i.e. name of the institution

\_\_\_\_\_

1.18. Does the child have any health problem ☐ Yes ☐ No

☐ a) specify medical/psychological problems

\_\_\_\_\_

☐ b) wounded in the war, specify consequences

\_\_\_\_\_

☐ c) disabled, specify

\_\_\_\_\_

1.19. Identifying features or marks, if any

☐ a) yes, specify \_\_\_\_\_

☐ b) no

1.20. Identifying personal belongings, if any

☐ a) yes, specify \_\_\_\_\_

☐ b) no

1.21. With whom did the child live prior to displacement

a) with both parents

b) with mother

c) with father

d) other, specify

e) unknown

\_\_\_\_\_

## II. INFORMATION ABOUT PARENTS

### NOTE

Information on parents must be filled out, even if the child did not live with parents.

If the parent had been killed or died, the known data should be filled out and items 2.8. and 2.9. should contain "died" or "killed".

If the child never knew the parent, put in item 2.1. word "unknown" and other items concerning the parent should not be filled out.

Items concerning information which are unknown should contain "does not know".

	Mother	Father	Former caretaker
2.1. Family name	_____	_____	_____
2.2. First name, father's first name	_____	_____	_____
2.3. Nickname	_____	_____	_____
2.4. Date of birth or age	_____	_____	_____
2.5. Place of birth	_____	_____	_____
2.6. Citizenship	_____	_____	_____
2.7. Nationality/Ethnic origin	_____	_____	_____
2.8. Occupation	_____	_____	_____
2.9. Last known address			
State	_____	_____	_____
Town, code	_____	_____	_____
Street, number	_____	_____	_____
Telephone number	_____	_____	_____
Name of host, camp or institution	_____	_____	_____
2.10. Does the child know his/her parents'/other caretakers' whereabouts or what happened to them			

Mother

Father

Former caretaker

Interviewer will put the appropriate number according to child's (or other person's) answers and specify other where necessary

Possible answers are:

- |   |  |
|---|--|
| 1. died before displacement                     | 7. working or living abroad                    |
| 2. disappeared                                  | 8. arrested                                    |
| 3. killed in the war                            | 9. displaced somewhere else (specify location) |
| 4. stayed behind because of work-related duties | 10. other (specify)                            |
| 5. stayed behind because of other reasons       | 11. never knew parent                          |
| 6. mobilised                                    | 12. does not know                              |

**2.11.** If the parent(s) or other caretaker are considered dead, what are the sources of such information

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**2.12.** The child is in contact with his/her parents, or the person he/she lived with prior to displacement:

	Date of the last contact		
	Mother	Father	Former caretaker
<input type="checkbox"/> a) by visit <sup>1/</sup>	<hr/>	<hr/>	<hr/>
<input type="checkbox"/> b) by phone	<hr/>	<hr/>	<hr/>
<input type="checkbox"/> c) by letters	<hr/>	<hr/>	<hr/>
<input type="checkbox"/> d) by Red Cross messages	<hr/>	<hr/>	<hr/>
<input type="checkbox"/> e) by radio - amateur	<hr/>	<hr/>	<hr/>
<input type="checkbox"/> f) other, specify	<hr/>	<hr/>	<hr/>
<hr/>			
<input type="checkbox"/> g) no contact	<hr/>	<hr/>	<hr/>

<sup>1/</sup> You can note here the date of any instances (transit of parent's etc.) too, when child met parent/s after original separation, but please mark it with \*

### III. INFORMATION ABOUT SIBLINGS

#### 3.1. Number of siblings (excluding child)

- |                               |                                     |
|-------------------------------|-------------------------------------|
| <input type="checkbox"/> none | <input type="checkbox"/> 3          |
| <input type="checkbox"/> 1    | <input type="checkbox"/> 4 and more |
| <input type="checkbox"/> 2    | <input type="checkbox"/> unknown    |

#### 3.2. Information about siblings

Name	gender	age	whereabouts*	last known address state; town; street; no; phone; name of camp or host family
_____	_____	_____	_____	<div style="display: flex; justify-content: space-between;"> <div> <div style="border: 1px solid black; border-radius: 50%; padding: 2px;">A</div> <div style="border: 1px solid black; border-radius: 50%; padding: 2px;">B</div> <div style="border: 1px solid black; border-radius: 50%; padding: 2px;">C</div> <div style="border: 1px solid black; border-radius: 50%; padding: 2px;">D</div> </div> <div> <div style="border: 1px solid black; border-radius: 50%; padding: 2px;">E</div> <div style="border: 1px solid black; border-radius: 50%; padding: 2px;">F</div> <div style="border: 1px solid black; border-radius: 50%; padding: 2px;">G</div> <div style="border: 1px solid black; border-radius: 50%; padding: 2px;">H</div> </div> </div>
_____	_____	_____	_____	<div style="display: flex; justify-content: space-between;"> <div> <div style="border: 1px solid black; border-radius: 50%; padding: 2px;">A</div> <div style="border: 1px solid black; border-radius: 50%; padding: 2px;">B</div> <div style="border: 1px solid black; border-radius: 50%; padding: 2px;">C</div> <div style="border: 1px solid black; border-radius: 50%; padding: 2px;">D</div> </div> <div> <div style="border: 1px solid black; border-radius: 50%; padding: 2px;">E</div> <div style="border: 1px solid black; border-radius: 50%; padding: 2px;">F</div> <div style="border: 1px solid black; border-radius: 50%; padding: 2px;">G</div> <div style="border: 1px solid black; border-radius: 50%; padding: 2px;">H</div> </div> </div>
_____	_____	_____	_____	<div style="display: flex; justify-content: space-between;"> <div> <div style="border: 1px solid black; border-radius: 50%; padding: 2px;">A</div> <div style="border: 1px solid black; border-radius: 50%; padding: 2px;">B</div> <div style="border: 1px solid black; border-radius: 50%; padding: 2px;">C</div> <div style="border: 1px solid black; border-radius: 50%; padding: 2px;">D</div> </div> <div> <div style="border: 1px solid black; border-radius: 50%; padding: 2px;">E</div> <div style="border: 1px solid black; border-radius: 50%; padding: 2px;">F</div> <div style="border: 1px solid black; border-radius: 50%; padding: 2px;">G</div> <div style="border: 1px solid black; border-radius: 50%; padding: 2px;">H</div> </div> </div>
_____	_____	_____	_____	<div style="display: flex; justify-content: space-between;"> <div> <div style="border: 1px solid black; border-radius: 50%; padding: 2px;">A</div> <div style="border: 1px solid black; border-radius: 50%; padding: 2px;">B</div> <div style="border: 1px solid black; border-radius: 50%; padding: 2px;">C</div> <div style="border: 1px solid black; border-radius: 50%; padding: 2px;">D</div> </div> <div> <div style="border: 1px solid black; border-radius: 50%; padding: 2px;">E</div> <div style="border: 1px solid black; border-radius: 50%; padding: 2px;">F</div> <div style="border: 1px solid black; border-radius: 50%; padding: 2px;">G</div> <div style="border: 1px solid black; border-radius: 50%; padding: 2px;">H</div> </div> </div>

If there are more than four, write the answers on the back side

\* Legend:

- |   |   |
|---|---|
| <div style="border: 1px solid black; border-radius: 50%; padding: 2px;">A</div> remained home               | <div style="border: 1px solid black; border-radius: 50%; padding: 2px;">E</div> disappeared       |
| <div style="border: 1px solid black; border-radius: 50%; padding: 2px;">B</div> displaced in own country    | <div style="border: 1px solid black; border-radius: 50%; padding: 2px;">F</div> unknown           |
| <div style="border: 1px solid black; border-radius: 50%; padding: 2px;">C</div> in exile in another country | <div style="border: 1px solid black; border-radius: 50%; padding: 2px;">G</div> killed in the war |
| <div style="border: 1px solid black; border-radius: 50%; padding: 2px;">D</div> with the child              | <div style="border: 1px solid black; border-radius: 50%; padding: 2px;">H</div> something else    |



[illegible][illegible]

## V. CIRCUMSTANCES OF DISPLACEMENT

5.1. Date of displacement from the place of permanent residence day.month.year \_\_\_\_\_.199\_\_

5.2. Separation from parents or adult person who took care of the child before exile instead of parents

	place of separation	date of separation
<input type="checkbox"/> Mother	_____	_____.199__
<input type="checkbox"/> Father	_____	_____.199__
<input type="checkbox"/> Former caretaker	_____	_____.199__

- reason for separation / circumstances (description)

\_\_\_\_\_  
\_\_\_\_\_

5.3. Date of arrival in the country of exile day.month.year \_\_\_\_\_.19\_\_

5.4. With whom does the child wish to be reunited

	Full name	Relation with child	Last known address State; town, code; street, no; phone no; (name of camp, institution or host family)
1.	_____	_____	_____
	_____	_____	_____
	_____	_____	_____
2.	_____	_____	_____
	_____	_____	_____
	_____	_____	_____

5.5. Other information relevant for tracing the persons with whom the child wishes to be reunited

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

5.6. Plans for the child to change address or caretakers

a) Is the host family/responsible adult planning to leave current address

☐ Yes ☐ No

- ☐ 1. with child  
☐ 2. without child

Plan for the child \_\_\_\_\_  
\_\_\_\_\_

Expected date of move, if known \_\_\_\_\_.199\_\_.

b) Does the hospital/institution/camp/responsible person resettled the child

☐ Yes

☐ No

☐ 1. to another family

☐ 2. to another hospital/institution/camp

☐ 3. Other, specify \_\_\_\_\_

Expected date of move, if known \_\_\_\_\_. 199\_\_.

5.7. Condition under which the child will be moved

☐ a) alone

☐ b) with another person; name of person and relationship to the child \_\_\_\_\_

☐ c) in organised group; specify name of organiser \_\_\_\_\_

☐ d) other arrangement, specify \_\_\_\_\_

5.8. Reasons for moving: \_\_\_\_\_

5.9. New address of the child:

Republic/state \_\_\_\_\_ Town, code \_\_\_\_\_

Street, number \_\_\_\_\_ Telephone number \_\_\_\_\_

Name of host, institution or camp \_\_\_\_\_

## VI. INTERVIEWEE

a) the child

b) other person \_\_\_\_\_  
(full name)

relationship with child \_\_\_\_\_

c) others (specify) \_\_\_\_\_  
(full name)

function in organisation \_\_\_\_\_

Interviewer's signature

Signature of the interviewed person

Organisation: \_\_\_\_\_

## VII. OBSERVATIONS, REMARKS AND RECOMMENDATIONS

[illegible]

## VIII. DESCRIBE THE CHILD'S CURRENT SITUATION

This image shows a single page of white paper with horizontal ruling lines. The lines are evenly spaced and run across the width of the page. There is no handwriting or other markings on the paper.

## 3.4.

# Service delivery - *INTERVENTIONS* *as Project activities*

During the registration and documentation of unaccompanied minors, it is of great importance to assess the needs of the children and to make individual plans for meeting the assessed needs. All interventions and activities concerning unaccompanied minors are focused to promote the best interest of each child.

Through the regular follow-up visits the interviewers are able to assess and monitor the situation of each unaccompanied minor, especially problems concerning their legal status, education, financial situation, health care, accommodation or other unmet need.

Tracing for the purpose of reunification is considered to be a very important activity. Tracing should be performed in all cases when children have no contact or have lost contact with their parents.

### **ESTABLISHING CONTACTS - TRACING**

The tracing teams perform their tracing activities by using all the available and possible sources like the ICRC messages, radio amateurs, mass media, questionnaires filled out by parents searching for children, etc.

### **GUARDIANS**

During the first interview with the child, the interviewer must check whether a legal guardian has been appointed for the child. If not, guardians should be appointed.

### **EDUCATION**

If a child is not attending school the interviewer assists in the normal procedure of enrollment - or if the child has difficulties at school the interviewer tries to find a way to help the child solve the problem.

### **SPONSORSHIPS**

For children without sufficient financial means, sponsors can be sought through the existing governmental and non-governmental organizations.

### **MEDICAL ASSISTANCE / PSYCHO-SOCIAL NEEDS**

Through the process of identification and registration the interviewer has to identify immediately children with special problems (physical and/or psychological) and measures should be undertaken to ensure that adequate care is provided.

### **CHANGE OF ACCOMMODATION**

In cases of inadequately accommodated unaccompanied minors, the interviewer initiates a change of accommodation.

### **REUNIFICATION**

Family reunification should be performed in the best interest of the child in accordance with the current regulations (in cases of divorced parents it should be checked who received the custody of the child, etc.). In cases of reunifications where family members live outside B-H, CSPI and other similar organizations should be contacted.

3.4.1.

REPORT ON INTERVENTIONS

3.4.1. REPORT ON INTERVENTIONS

FOR THE FOLLOWING PERIOD

	INITIATED	PERFORMED
GUARDIANSHIP		
SCHOOL - ENROLMENT		
REGULAR SPONSORSHIPS		
MEDICAL ASSISTANCE		
ESTABLISHING CONTACTS - TRACING		
CHANGE OF ACCOMMODATION	a)	
	b)	
REUNIFICATION		
OTHER INTERVENTIONS		

## 3.4.2.

Date: \_\_\_\_\_

## FOLLOW-UP FORM

NAME AND FAMILY NAME of the UCE \_\_\_\_\_

No. of the UCE file \_\_\_\_\_ NAME AND ADDRESS OF THE HOST FAMILY OR ACCOMMODATION \_\_\_\_\_

If a change of accommodation has occurred, answer the question from the DBP questionnaire Nos.:

1.11 the child lives with: a) / b) 1,2,3,4; 1.12. Type of accommodation: a, b, c, d, e, f, g, h \_\_\_\_\_

The Regional Team accommodated the child: YES - NO CT<sup>2</sup>: YES - NO

REGION \_\_\_\_\_ MUNICIPALITY \_\_\_\_\_

INTERVIEWER: \_\_\_\_\_

Comment: The interviewer may write down any suggestions or comments on an additional sheet of paper.

GUARDIAN: YES - NO

NAME OF GUARDIAN: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

(if a guardian is not appointed, explain why not and if possible identify an appropriate person)

ATTENDS SCHOOL: YES - NO PS - SS GRADE: \_\_\_\_\_

(If the child does not attend school give the reasons why and write down your suggestions)

NAME OF SCHOOL: \_\_\_\_\_ ADDRESS: \_\_\_\_\_

REGULAR SPONSORSHIPS: YES - NO

NAME OF THE HUMANITARIAN ORGANIZATION \_\_\_\_\_

MEDICAL PROBLEMS: YES - NO THE PROJECT ASSISTED: YES - NO

(Describe in case of specific problems or if an intervention is needed)

EMERGENCY FUND: YES - NO EXPLANATION: \_\_\_\_\_

CONTACT WITH PARENTS:

YES - NO - INFREQUENT \*- SEARCHING

(\*Explain what infrequent means and why)

START THE REUNIFICATION PROCESS IMMEDIATELY: YES - NO

WHERE: \_\_\_\_\_ (If NO give the reasons why and if possible a time period for the beginning of the reunification process).

CAN THE PARENTS LEAVE B-H? YES - NO

DO THEY HAVE ADEQUATE TRAVEL DOCUMENTS? YES - NO

IF THE REUNIFICATION IS PLANNED IN CROATIA, DO THEY HAVE A PERSON WILLING TO GUARANTEE FOR THE PERSONS COMING FROM B-H? YES - NO

NAME, FAMILY NAME/ ADDRESS \_\_\_\_\_

(Individuals travelling to Croatia with a private guarantee letter and those coming from the territory under the control of B-H Army and HVO cannot claim refugee status in RC).

IN CASE THE PARENTS COME TO CROATIA, DO THEY HAVE AN ACCOMMODATION POSSIBILITY:

YES - NO

WHERE? \_\_\_\_\_ Phone: \_\_\_\_\_

IF THE REUNIFICATION IS PLANNED IN A THIRD COUNTRY, DO THE PARENTS HAVE DOCUMENTS FOR ENTERING THE THIRD COUNTRY (list the existing documents).

C.T. ensured the accommodation for parents:

YES - NO (filled by the C.T)

Interviewer's comments:

<sup>2</sup> CT - Central Team

## 3.5.

### The “ROT” Questionnaire - Introduction

The “ROT” questionnaire is used for gathering information about the parent/s, or the person searching for the child. It is useful to have a photograph of that person. Besides the general data about that person it is important to establish the relationship with the child or children that the person is looking for (parent, relative, etc.); the number of children that the person is looking for, as well as the purpose, whether for tracing, reunification or just establishing contacts. It should be stressed that regardless of who is searching for the child, the data for both parents should be given. It is important to get the information about the former and current address of parents and the person who is searching. It is important that the interviewer obtains correct information on the financial situation of the person searching for the child, for the purpose of possible reunification. This case history has to include data on the financial and accommodation aspect, legal status, an estimation of the physical and psychological status of the person searching for the child. All together, the gathered data should reflect the estimation whether the person searching for the child is able to take in the child and to take care of the child. Besides the personal data on the child, the person searching for the child should give information about eventual birthmarks, the child's personal belongings, and the colour of hair and eyes. It is important to know with whom the child lived prior to the separation - exile, and the place, date and circumstances of separation of the child from the parents. In case that the person looking for the child does not know the current address of the child, it is important that such person gives the last known information concerning the child.



Note: All answers to be filled in with block letter



## 3.5.1. ROT

### NOTE

THIS FORM IS INTENDED FOR THE PARENT/ PERSON WHO IS SEARCHING FOR THE CHILD

1. Who is searching for the child/children?

- ☐ a) Mother ☐ b) Father  
☐ c) Other person, specify relationship \_\_\_\_\_

Photo of parent or  
person searching  
for the child

2. Number of children searched for: \_\_\_\_\_

3. Reason for tracing: ☐ a) Contact ☐ b) Reunification / Acceptance

### NOTE

Information on both parents must be filled out, regardless of who is searching for the child. If a parent had been killed or died, write the known data while items on occupation and address should contain "died" or "killed".

If the child never knew the father write "unknown" leaving other items blank.

Items on parents, unknown to the person who is searching should contain "does not know".

	Mother	Father	Person searching for the child
1.1. Family name	_____	_____	_____
1.2. First name	_____	_____	_____
1.3. Father's name	_____	_____	_____
1.4. Nickname	_____	_____	_____
1.5. Date of birth	_____	_____	_____
1.6. Place of birth	_____	_____	_____
1.7. Citizenship	_____	_____	_____
1.8. Nationality/Ethnic origin	_____	_____	_____
1.9. Occupation	_____	_____	_____
1.10. Permanent address (before exile)			
State	_____	_____	_____
Town, Code	_____	_____	_____
Street, Number	_____	_____	_____
1.11. Current address			
State	_____	_____	_____
Town, Code	_____	_____	_____
Street, Number	_____	_____	_____
Telephone number	_____	_____	_____
Name of host, camp or institution	_____	_____	_____

Present situation of the parent(s) or living conditions of the person searching for the child (health conditions, economic data, accommodation, possibility of accepting the child and taking care of him/her, etc.)

*Note: This page should be filled in for each child separately*

**IMPORTANT: Please, once again fill in the full name of parent(s)/person searching for the child**

\_\_\_\_\_

## II INFORMATION ABOUT THE CHILD

- 2.1. Family Name \_\_\_\_\_ 2.2. Given Name \_\_\_\_\_
- 2.3. Nickname \_\_\_\_\_ 2.4. Gender ☐ M ☐ F  
Male Female
- 2.5. Date of birth \_\_\_\_ . \_\_\_\_ . 19\_\_\_\_
- 2.6. Place of birth \_\_\_\_\_
- 2.7. Colour of Eyes ☐ Black ☐ Brown ☐ Blue ☐ Grey/Green
- 2.8. Colour of Hair ☐ Black ☐ Brown ☐ Blond ☐ Red
- 2.9. Identifying features or marks, if any  
a) yes, specify \_\_\_\_\_  
b) no \_\_\_\_\_
- 2.10. Identifying personal belongings, if any  
a) yes, specify \_\_\_\_\_  
b) no \_\_\_\_\_
- 2.11. With whom did the child live prior to displacement  
☐ a) with both parents ☐ b) with mother ☐ c) with father  
☐ d) other, specify \_\_\_\_\_
- 2.12. Place and date of separation from the child \_\_\_\_\_, \_\_\_\_\_
- 2.13. Circumstances and reason of separation from the child  
\_\_\_\_\_
- 2.14. Child's current address or last information on the child  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
- 2.15. Other relevant data which could be useful for the purpose of searching  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Filled in by \_\_\_\_\_ Date \_\_\_\_\_ Signature \_\_\_\_\_

## 3.6.

# Family Reunification

After tracing of family members has succeeded and when an assessment has been made of the child's best interests, family reunification may take place.

Circumstances that determine the family reunification should be assessed by the professionals from the NGO that is taking care of the unaccompanied minors and by the governmental social services.

In this regard guidelines for interviewers and developed instruments - the Official Note and Reunification Form could be useful.

## 3.6.1.

# Family Reunification – Guidelines for Interviewers

When reunification is performed with the assistance of the Project, the child is given to the parent/guardian<sup>3</sup> or some other authorised person in the presence of the following persons: a representative of the Project, a representative of the institution in charge of the legal protection of children, the child, the parents, and the person who has been taking care of the child in exile (who could have been appointed, or not, as the legal guardian in exile), as well as any other person legally entitled to take care of the child.

Therefore, the above-mentioned persons should be invited to the reunification. On the occasion an Official Note should be made related to the hand-over of the child in which the following should be noted: all the persons present or persons who are not present but have received the invitation, namely, all who have excused themselves for their absence or have not done so, as well as all other relevant information. All persons present have to sign the Official Note, because that is proper the way officially to perform the hand-over of the child.

We wish to remind you of the procedure when you are contacted by a parent/guardian who is looking for a child:

In cases covered by the form "Verification before the reunification" the procedure is as follows:

1. The basic data on the parent are registered in the ROT form.
2. The verification is performed according to the above stated procedure.
3. Filling in the verification forms confirms with whom, when and how the reunification has been performed
4. On completion of the verification procedure, the hand-over of the child is organised in the presence of the above-mentioned persons and confirmed in writing by an Official Note of the procedure.

<sup>3</sup> A guardian appointed before exile if the parents have died or if their parental rights have been taken away, or for any other legal reason for appointing an official guardian. This also relates to any other person given custody over the child by the court

**3.6.2.****Verification Form:**

a) OF THE PARENT

b) OTHER ADULT

c) CHILD

1. CHILD, Name and Family Name \_\_\_\_\_

2. PARENT

MOTHER, Family Name, Name \_\_\_\_\_

FATHER, Family Name, Name \_\_\_\_\_

OTHER ADULT, Family Name and Name \_\_\_\_\_

Relationship with the child \_\_\_\_\_

3. ADDRESS, State \_\_\_\_\_

Town, Post Code \_\_\_\_\_

Street, No. \_\_\_\_\_

(If the person is in exile, write the name of the camp or institution or the family name and name of the host)

4. TYPE AND NUMBER OF THE IDENTIFICATION DOCUMENT (ID, passport, etc.)

Type \_\_\_\_\_ No.: \_\_\_\_\_

Issued by \_\_\_\_\_

5. THE VERIFICATION/IDENTIFICATION ESTABLISHED BY

(photograph, comparing data given by the child and the parent/other adult, blood tests, tissue tests or in some other way – which?)

\_\_\_\_\_  
\_\_\_\_\_

6. RECORDED BY \_\_\_\_\_

EMPLOYED BY \_\_\_\_\_ DATE \_\_\_\_\_

AS \_\_\_\_\_ SIGNATURE \_\_\_\_\_

7. SIGNATURE OF THE PARENT \_\_\_\_\_

## 3.6.3.

# Official Note

No. \_\_\_\_\_

Place and date: \_\_\_\_\_

Written in \_\_\_\_\_ in the case of the

reunification of the minor \_\_\_\_\_ from \_\_\_\_\_

now in \_\_\_\_\_ date of birth \_\_\_\_\_ in \_\_\_\_\_

father's name \_\_\_\_\_ mother's name \_\_\_\_\_

With the guardian living in \_\_\_\_\_

Address \_\_\_\_\_

### Present:

1. Project representative \_\_\_\_\_
2. Representative of the social service, namely the institution in charge of the legal protection of children \_\_\_\_\_
3. The child \_\_\_\_\_
4. Parent/guardian \_\_\_\_\_
5. The person who took care of the child up till now \_\_\_\_\_

Beginning at \_\_\_\_\_ o'clock.

Hereby it is established that all the invited persons are present.

Hereby it is established that the following person/s are absent \_\_\_\_\_  
regularly invited but have (not) excused the absence.

## **4. Abbreviations**

UCE - Unaccompanied Children in Exile

DBP - Djeca bez pratnje (translation : unaccompanied children)

ROT - Roditelji traže (translation: parents searching)

UN CRC - UN Convention on the Rights of the Child

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# CSPI CENTER FOR SOCIAL POLICY INITIATIVES

## Mission Statement

CSPI efforts are focused on the improvement of the situation of the population in social risk, children with special needs, unaccompanied refugee and displaced children, multiproblem and poor families.

Our activities reflect a **strong family approach** with special attention on the social and legal protection of children in accordance with the UN Convention on the Rights of the Child.

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