

## **The problem/context/Background**

Following 21 years of civil conflict and six years of implementing the Comprehensive Peace Agreement, the people of Southern Sudan voted overwhelmingly for separation in the January 2011 referendum. Although the referendum period was relatively smooth, the humanitarian situation continues due to the number of people returning (250,000), the continuous insecurity caused by the Lord's Resistance Army (LRA) attacks mainly in Western Equatoria and Western Bahr El Ghazar, inter-tribal clashes, including tribal abduction and the overall challenging humanitarian situation in South Sudan causing displacement of a huge number of people.

The situation of children under these circumstances is rather grave due to fact that children suffers separation from families during these population movements, inter-tribal clashes normally results into children been abducted, the LRA attack has normally targeted children who are taken as sex slaves or as members of the fighting forces of the LRA and the situation of children recruited by the LRA or other fighting forces in South Sudan.

Between October 2010 and March 2011, up to 261,028<sup>1</sup> persons have arrived in South Sudan spontaneously or through organized returns and this number is likely to increase prior to and after the independence of South Sudan in July 2011. The Child Protection Working Group at State levels has identified and registered 132 separated and Unaccompanied, out of which 66 have be traced and reunified with their parents or primary caregivers as of the end Of February 2011. Recent report produced by the National Commission for Child Welfare (NCCW) indicates that there are approximately 2,500 children in Khartoum either on the street or children's institutions who needs to be returned to South Sudan.

In the Jonglei, Upper Nile and eastern Equatoria States; tribal abduction is a common phenomenon targeting mainly children. In 2009, an assessment conducted by Save the Children revealed that up 54 Murle Children and 25 Lou Nuer children were still in the hands of their abductors. Though efforts at negotiating and releasing children in the past have yielded results, there is a need to increase support to secure the release of children who are still being held and prevent further abduction. In addition to the abduction of children, inter-tribal clashes which leads to either more abduction, killings, becomes a revolving circles of events as a result of these abductions. There is a need to have system in place to trace families of these children when they are rescued and to prevent further abduction.

The LRA armed group currently operates in four countries (South Sudan, Uganda, Democratic Republic of Congo and Central Africa Republic) and abduction of children is a common practice. In the recent OCHA's report<sup>2</sup>, there were 14 LRA's attacks in South Sudan resulting into 10 deaths and 29 abductions, including 5 children and 5 women. More than 2,800 persons were displaced internally in 2011, bringing the total number of LRA induced IDPs in the two States to approximately 48,000 people, of which 39% (18,670 people) are in Western Equatoria State. As children are rescued from the LRA, they required interim care and family tracing services to re-join their families. At the Ministry of Social Development (MOSD) interim care centre in Yambio, Western Equatoria, up to 102 children have received transit care, out of which over 60 has been reunified with their families either in South Sudan or the neighbouring countries, particularly the Democratic Republic of the Congo (DRC).

Since the signing of the Comprehensive Peace Agreement (CPA), approximately 1,500 children have been released from the SPLA and reunified with their parents. Irrespective of this success, there are still evidence of children within the SPLA and other renegade fighting forces within South Sudan. As children gets released from these armed groups, tracing of their parents and have them reunified becomes a challenge for Child Protection agencies, which needs to be coordinated.

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<sup>1</sup> OCHA Monitoring Report, 22/03/2011

<sup>2</sup> OCHA Regional Office for Southern and Eastern Africa, Sub-Regional Office for East Africa, 07 April 2011

# **Standard Operating Procedures (SoP) for working with Separated Children (SCs) and Unaccompanied Minors (UAMs) in South Sudan**

**June 2011**

## **I. Introduction**

1. In April 2010, the Humanitarian Country Team Juba Satellite adopted the cluster system to strengthen and improve humanitarian coordination mechanisms, ensuring that coordination structures match the challenge of addressing the complex and pressing humanitarian situation in South Sudan.
2. The Child Protection Sub-Cluster which was established in September 2010 mobilizes government entities with the responsibility for the protection of children, international and national NGOs to respond collaboratively and strategically to child protection issues in South Sudan. The Sub-cluster Coordinator will support the Sub-cluster co-leads in the coordination, planning and reporting processes within the UN, Government counterparts and partners on child protection programming.
3. This document outlines the working procedures with UAM and SCs in South Sudan. The Inter-Agency approach will be implemented both for (i) cross-countries tracing and reunification i.e. South and north Sudan and neighboring countries and (ii) in-country tracing and reunification within and between States.
4. All the members of the Child Protection Sub Cluster agreed to adhere to the Inter Agency Guidelines on UAM and SCs which informed this SoP and thereby all members will harmonize approaches and interventions in line with the provisions in this document. The current SoP is generic. Therefore state and context specific SoP in line with the principles contained in this SoP will need to be developed.

## **II. Objectives**

5. This document outlines the working procedures with UAMs and SCs, including displaced children and children released from fighting forces or abduction with respect to the procedures for identification, documentation, information sharing, provision of interim care (including: material assistance, medical treatment and psycho social support), transfers of children, tracing, reunification and follow up of children before and after reunification.

## **III. Specific objectives of this SoP are as follows:**

- Ensure that the Agencies, government institutions and interim care givers are working in cooperation with and complementary activities, and that each member knows its role and responsibilities for which the agency stands accountable in the process of (i) Identification, (ii) Registration, (iii) Documentation/verification, (iv) interim care (arranged fostering), (v) family tracing (vi) repatriation/reunification,(vii) referral, (ix) follow up and monitoring, (x) information sharing and feedback to referring agency and (xi) alternative care arrangements.
- Develop an inter-agency agreement for South Sudan, under the leadership of Child protection Sub cluster on the procedures of working with UAMs and SCs;

- Ensure that the internationally agreed standards clearly formulated in the Inter Agency Guidelines on SCs and UAMs are respected, including the use of standardized forms<sup>3</sup>;

#### IV. Guiding principles

6. The work with SCs and UAMs must take a comprehensive approach, i.e., addressing a wide range of child protection concerns. All agencies working with SCs and UAMs must apply the following principles:

- Family unity must be given primary consideration and must be considered as the outmost expected outcomes of any tracing exercise. Where this is not possible, family contact should be pursued;
- The child's best interest must constitute the basis standard for guiding decisions and actions;
- A child opinion should be listened to while making decision with respect to family reunification and other matters affecting the child in this respect;
- Non- discrimination;
- The special needs of girls must be given consideration;
- Confidentiality, restriction on the use of data and information shared should be ensured at all times. No information on child should be disclosed for any reasons rather than the purpose for which it was collected (social work and family tracing and reunification as stated above);
- All agencies are considered as an extension of the Child Protection Sub Cluster and therefore bound to abide by the above confidentiality aspects and shall not use/communicate/transmit or publish the inform in any form to other local, national, international bodies or authorities without a written consent of the concerned children
- Prior to launching any media or mass Tracing campaign using shared data, consultations shall take place between Child protection Sub Cluster and all agencies involved as part of the inter-agency coordination
- The Child protection Sub Cluster defines what information is transmitted to other agencies. The exchange of data must enhance the child's overall protection, increase chances of locating the family and make tracing more efficient prior to or after the reunification
- Data can be shared if confidentiality and the safety of the child are respected, if it is in the best interest of the child and his family, if the sharing of data is not detrimental to the operations of the Child Protection Sub Cluster and the agencies and if the child has agreed to the sharing of data
- The time a child spends in interim care centre should be minimized to the extent possible;
- The involvement of a social worker who speaks the child's preferred language is required as soon as possible. If interpreters are required, they should be briefed on confidentiality and guiding protection principles.
- A child must always be accompanied by a social worker or child protection officer during transfers.

#### V. Definitions<sup>4</sup>

7. **A child** means a human being under the age of eighteen years<sup>5</sup>.

8. **Separated children** are those separated from both parents, or from their previous legal or customary primary care-giver, but not necessarily from other relatives. These may, therefore, include children accompanied by other adult family members.

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<sup>3</sup> ICRC will use its own forms for Cross Border tracing.

<sup>4</sup> Inter-agency Guiding Principles on Unaccompanied and Separated Children, 2004

<sup>5</sup> The GOSS Child Act 2008

**9. Unaccompanied children** (also called unaccompanied minors) are children who have been separated from both parents and other relatives and are not being cared for by an adult who, by law or custom, is responsible for doing so.

**10. Identification** - is the process of establishing which children have been separated from their families or other care-givers, and where they may be found.

**11. Registration** - is the compilation of key personal data: full name, date and place of birth, fathers and mother's name, former address and present location. This information is collected for the purpose of establishing the identity of the child, for protection and to facilitate tracing.

**12. Documentation** - is the process of recording further information in order to meet the specific needs of the child, including tracing, and to make plans for his or her future. This is a continuation of the registration process and not a separate undertaking.

**13. Tracing** - is the process of searching for family members or primary legal or customary care-givers. The term also refers to the search for children whose parents are looking for them. The objective of tracing is to restore family ties, maintain links as well as carrying out reunification with parents or other close relatives taking into account the best interest of the child.

**14. Verification** – process of confirming that both the child and person traced are related as indicated on the child's documentation.

**15. Interim Care** - In this context, care arrangements for UAM/SCs until they are reunited with their parents or primary care givers; and where this is not possible, until they are placed in long-term care arrangements in line with legal provisions. Arranged interim care should be given priority as compared to spontaneous/informal interim care.

**16. Reunification** - is the process of bringing together the child and family or previous care-provider for the purpose of establishing or re-establishing long-term care.

**17. Follow up** - is the term used to refer to a range of activities for children and their families to facilitate their reintegration. These activities may include social and economic support.

**18. Identifying and Documenting Agency** –Is the agency which has an initial contact with the UAM/SC and carry out the initial documentation of the child for family tracing and where necessary interim care.

**19. Handing over agency** – The agency which carries out one or more parts of the process of identification, documentation, interim care (where necessary), tracing and reunification and subsequently turn over the remaining process or the case (physical transfer from one institution/agency to another) to another agency.

**20. Receiving agency** –Is the agency which takes over the case of an UAM/SC from another agency during any phase of the process for completion of the remaining phases or part of the phase.

**21.** Other categories of children, such as abducted children and children without parental care needing tracing, psychosocial and reintegration support will also be supported through this SoP.

## **VI. Coordination**

### **Juba level (National level)**

22. The national level coordination for UAMs and SCs will be the responsibility of the Child Protection Sub Cluster under the overall leadership of the MOSD & the Protection Cluster. National-level coordination entails:

- Mapping of key partners at different levels & capacity assessment;
- Coordination with key partners at national level
- Supporting State level Child Protection coordination structures;
- Planning and strategy development;
- Policies & standards setting and tools development; and
- Capacity building and quality assurance

## State level

23. The state level coordination structure for UAMs & SCs will be under the leadership of the State level MOSD in collaboration with the State level cluster or Child protection working group and shall oversee:

- The implementation of the provision of this SoP at state level and ensure that state level context specific SoP are develop in line with this generic SoP;
- Provide regular update to the Juba national level coordination structure on progress, problems and constraints, including a request for any possible support;
- Provide overall leadership and management of all UAMs & SCs activities at State level.

## VII. Procedures

24. The procedure defines how the work with SCs and UAMs is conducted, including the roles of the different agencies, government institutions and interim care providers. The procedures covers: Prevention of Family Separation, Identification & Documentation, Handover of case information, Tracing & Reunification, Transfer of children between States/Countries/Agencies, Temporary/interim care and follow up.

### a) Prevention of Family Separation

25. The primary goal of Child Protection agencies will be to prevent families separating in the first place. Spreading messages on prevention of separation and taking appropriate actions to prevent separation particularly at transit locations and convoy movements must be given high consideration. The “Identifying and Documenting Agency” will be responsible to lead this activity in collaboration with other agencies through appropriate messaging. Prevention messages aim at reducing the risk of separation should include:

- i) Awareness raising with all stakeholders (government, NGOs, UN agencies,CBOs, community volunteers etc) supporting the moving population;
- ii) Actions parents or communities should take to minimize the risk of separation. Context specific appropriate methods of creating awareness should be used.
- iii) Everyone should be made aware of the particular vulnerability of girls;
- iv) Provision of assistance should be organised in a way that do not create the risk of separation;
- v) The moving population should be sensitized in advance on onward movements from transit locations to areas of final destination and families should be encouraged to move together. Convoys should not be organised on short notice, but families should be warned in advance so that their entire family move together;
- vi) Families should be allowed to board buses/trucks/train etc as a family unit. Family members should not be allowed to board separate buses/trucks/train even if they are in the same convoy; and
- vii) Appropriate prevention of separation messages should be available in different languages in strategic locations such as transit centres, in buses/barges, food distribution centres and health centres.

### b) Identification and documentation

26. When children are separated or unaccompanied either as result of massive population movement or other circumstances such as abduction; identification, registration and documentation of UAMs & SCs should be a key priority of Child Protection agencies. This should be carried out by the designated “Identifying and Documenting Agency” and must be approached carefully to ensure that only genuine cases are identified and documented. As much as possible those carrying out documentation should understand the local language of the affected population and must be trained. The “Identifying and Documenting Agency” should ensure that:

- i) Registration and documentation at transit/entry points/other locations be carried out as soon as children are identified. Children should be registered on “**Rapid/short Registration Form**” and documentation should be on “**Full documentation Form**”;
  - ii) Clear information on the objective of the registration and documentation must be provided to the population, particularly those being registered. This will prevent the identification of false cases with the hope of receiving material assistance;
  - iii) Each child should be interviewed separately and by a trained staff. During interview, children should be made to feel secure and comfortable to minimize distress. The principle of confidentiality of information must be respected and;
  - iv) Ensure that the child’s immediate needs are covered (e.g., medical assistance, clothing, food and water, etc).
  - v) All children registered must be entered on a “Mass Tracing Form” especially in cases where there is high family separation. Mass Tracing forms must be displayed<sup>6</sup> at entry points/transit centres/distribution site/health centres etc for purpose of tracing families. A community volunteer should be identified to help those who want to know about the list and any other concerns they may have;
  - vi) The “Mass Tracing Form” should be developed by localities and updated regularly in order to add names of newly identified SCs and UAMs and to remove the names those reunified or families already traced. The use of different colour coding and font size should be used to alert people that the list is changed;
  - vii) The “Identifying and Documenting Agency” will send information of children identified, registered and documented to the database, which will be managed by Save the Children in South Sudan (SCiSS) to facilitate the Inter-agency Child Protection Information Management System (IA CP IMS)<sup>7</sup> as detailed below;.
- ix) In case of younger children (<5 years), a guideline will be developed to support work with this category of children.

**c) Handing over of cases information<sup>8</sup>/cases**

27. Handing over of cases of UAMs or SCs can take place between a “Handing Over Agency” and a “Receiving Agency” either within the same state, between states or countries. This will happen in a situation where the address to which the UAMs and/SCs is documented is different from the address to which the parents or Primary caregiver are expected to be traced. In this case, the following procedures/steps will be followed:

- (i) Definition of type of information to be handed over: Both electronic and/or hard copy of a “Case Transfer Form” and a copy of the Rapid Registration Form to be handed over between agencies/States/countries within a reasonable period as of the date of documentation of the child.

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<sup>6</sup>Please seek the consent of children and their temporary carers before displaying their names. In situation where the assessment of CP agencies concludes that the display of names could lead to risk for the child, the list must not be displayed even if the person caring for the child or the child him/herself wants it.

<sup>7</sup> ICRC will maintain its own database for cross border cases, but modalities for information sharing between the ICRC database and the one managed by SCiSS

<sup>8</sup> Handing over of case information is a situation where the child’s tracing details are share between agencies for tracing. In some cases, the case could be handed over and this involves the physical transfer of the child and all documents to another agency for interim care, tracing or reunification.

(ii) The “Receiving Agency” will confirm receipt of the electronic copy or hard copy of the documents sent. The “Receiving Agency” will provide regular update on the status of all cases to the “Handing Over Agency”. The update will contain the Child’s full name, age, sex, status of the family tracing process and any further action required by the “Handing Over Agency”. The “Handing over Agency” will appropriately update on the outcome of the process and any other further actions or information required from the child. Moreover, as a matter of principle, children need to be kept informed on efforts being made to trace their parents.

(iii) All information handed over to the “Receiving Agency” should be in a sealed envelope, especially for cases of serious Child protection concerns. The report should describe the protection concerns, the action taken by the “Handing over Agency” or others and the action require to be taken by the “Receiving Agency”. The principle of confidentiality should be paramount.

iv) If the hand over involves handing over of a child from an agency or institution to another or to the interim caregiver, there must be clear rules, procedures and requirements. This process must be formal and handover certificates must be signed.

**d) Tracing and Reunification**

28. The main objective for registering and documenting UAMs/SCs is to trace family members, exchange family news and reunify a child with his/her biological family or primary caregiver. No other alternative arrangement should be given priority over family tracing and reunification. All other arrangements such as interim care should be considered as temporary arrangements while tracing is carry out. Even if family reunification is not possible, tracing should be carried out for the purpose of restoring family ties. The tracing of families need to be carried out as soon as possible, however reunification should only be carried after an assessment of the situation of the child’s family and community. Understanding the cause of separation and the family situation must be considered in making decision for reunification or other alternative actions.

29. The tracing and reunification of children will be carried out or coordinated by the “Identification and Documenting Agency” or “receiving Agency” in their designated geographical area of work coverage. Cross-border tracing and family reunifications for UAMs and SC are the mandate of the ICRC.

30. The agency responsible for tracing and reunifying children in a specific geographical area will link up to the available Child Protection and Community based networks that could be used to support the tracing, reunification and follow up process. Refresher training/briefing on the different tracing methods will be carried to ensure that all of the agencies understand and use the same approach.

31. Cross border family tracing between South Sudan and other countries will be carried out by the ICRC; in some instances, in collaboration with other appropriate designated agency such as the UNHCR. Information on children needing cross border tracing will be shared with the ICRC. The information to be shared will include a copy of a spread sheet containing the name of the child, age, sex, circumstances of separation, date of separation, name of parents/primary caregiver, last known address, details of current caregivers, tribe/sub tribe etc and a copy of the full documentation in situation where this is require to speed up the tracing process.

32. The “Identifying and Documenting Agency” will hand the information of the information on children requiring cross border tracing to the ICRC. ICRC will be responsible for onward transfer of this information to its offices in the country where tracing is to be carried out.

33. ICRC will provide regular update to the “Identifying and Documenting Agency” which will subsequently inform the agency providing interim care. If ICRC requires additional information to speed up the tracing process, the “Identifying and Documenting Agency” will follow up with the provider of interim care for SC or UAM to collect the necessary information. For the purpose of tracing and family reunification arrangements, the ICRC will approach all parties involved, including the UAM or SC, in order to keep them informed on the tracing results and the family reunification arrangements.

34. When the parents or primary care giver are traced, a “Child and Family Verification” exercise should be carried out using “**Child and Adult Verification forms**”. If information on the person or family member matches those of the child, arrangements should be made between the tracing agency and the person or family

member traced to arrange reunification. No child should be taken to a community for reunification without arrangements with the child's parents or family member traced.

35. In cases where a child was separated for other reasons besides accidental separation, an assessment should be made by the MOSD (Primary responsible) to determine if the conditions resulting into the child leaving the family have been addressed or not. The child's opinion in line with the age and maturity of the child should be given due consideration under these circumstances.

36. When a child is reunified with the family or a primary care giver, a "Case Closure Form" should be issued and copies of this form should be sent to the database and to the interim care provider.

#### **e) Transfer of children between states/countries/agencies**

37. Children should only be transferred/transported when tracing is successfully done, an adult verification is conducted using the "Adult Verification form" and there is a proof of relationship. In exceptional circumstances where it is in the child's best interest to be relocated from where they were identified and documented, a child could be removed when a proper care arrangement has been identified in the country, State, County, Payam or Boma where the child is to be transferred.

38. If a child is to be transferred between countries, the ICRC should make the proper arrangement to ensure that the child is accompanied by a Social worker or adult carer. In the event where a child is to be transferred between States, Counties, Payam or Bomas, the child must be accompanied by a Social worker/staff of the MOSD. No UAMs/SCs should be placed on buses/barges without been accompanied by a Social worker or an adult carer. Whenever a child is transferred from one agency/institution/interim care giver to another, a handover certificate must be signed.

39. When a child is being transferred for reunification or relocation due reasons in the Child's best interest, the child must be accompanied by the following documentation: The child documentation form, the "Action Taken Form", which summarizes outcomes or progress in tracing in the child's parents or primary care giver, a copy of the Family "Verification Form" and any medical information which might be relevant to the child's family, primary care giver or the receiving agency or individual. In case of cross-border family reunifications, the ICRC will work with the embassies and authorities in the country of destination in order to obtain authorisations and travel documents that the children will use for their travel.

40. Upon arrival in the State of transfer or in the case of transfer between north and South Sudan, the child including the documents accompanying the child should be handed over to the appropriate focal persons in the MOSD for reunification if parents are already traced or for appropriate interim care. Appropriate documents must be signed during these processes.

41. If a child is transferred while tracing is still on going, the tracing in the receiving location should not cease the family tracing because the child has been transferred, but tracing efforts should continue and appropriate update provided to the child and interim care provider.

#### **f) Temporary/ interim care**

42. Provision of interim care for children without parental care, including UAM and SCs, is the primary responsibility of the government (MOSD). Therefore all other institutions or individuals providing interim care to UAM and/ SCs must be approved by the MOSD after an identification, evaluation and briefing process. Arranged family based care is recommended. Institutional care should be a last resort.

43. UAMs and SCs placed in interim care should not remain there for longer period than needed. The objective of interim care arrangement must be understood, i.e., temporary placement while Family tracing is concluded. The terms and conditions of arranged interim care (including education, protection, rehabilitation, care, etc.) must be explained to the interim caregiver. An agreement must be signed with each interim care provider.

44. For all institutions or individual providing interim care for UAM and/SCs, cooperation with family tracing and reunification effort is mandatory. If family reunification prove impossible within an appropriate period or deemed to be contrary to the best interest of the child, the MOSD should pursue a longer-term/definitive solution, that is, alternative care, in line with appropriate national and International legal instruments.

45. Every child in interim care should be properly briefed on the objective of the interim care arrangement and should be provided regular update on tracing efforts whether the outcome is successful or not.

46. The MOSD needs to devise special appropriate measures to protect children from abuse, neglect, child labour and all forms of exploitation while in interim care. The MOSD ensures these aspects by a close and regular monitoring on children in interim care.

47. Institutions or individuals providing interim care for UAM and/SCs should be subjected to a regular review by the MOSD to ensure that the basic standards of care and protection are being adhere to and there is a proof that that tracing is taking place.

48. Every child in interim care should have an individual file comprising of all information relating to the child, including information on progress in tracing the child's parents or primary caregiver. Each file should be reviewed weekly by a designated senior staff member of the MOSD.

49. Staffs or individuals involved in providing interim care for UAM and/SCs must be appropriately trained and must understand the objective of the care arrangement, including a commitment to cooperate with tracing efforts.

50. Assistance must be given to the interim caregiver to enable them to achieve its obligations of providing care.

**g) Follow up and monitoring of reunified children and those in alternative care.**

51. Follow-up is required for children prior to and after reunification:

- i) In all cases of follow-up, a sense of community responsibility should be promoted (especially to caregivers), highlighting children's broader rights;
- ii) Where possible, there should be follow-up through local child-welfare systems or community structures;
- iii) Where follow-up support is provided to the child's family, the needs of the surrounding community should also be considered; and
- iv) Whenever deemed necessary (eg, in the case of children recruited by armed forces and/or deeply traumatized), parents or caregivers should be given counselling before being reunified with their child.

**h) Information Management System**

52. The Child Protection Sub-Cluster has set up an inter-agency child protection information system (IA CP IMS) to facilitate the coordination among the sub-cluster members and with other agencies for IDTR as well as their management and monitoring of caseloads. The IMS consists of 1) a set of IDTR paper forms mentioned above that can be used in the day-to-day management of children's cases; (2) an electronic database in which children's information is recorded; and (3) confidentiality protocols for information sharing and data protection. The database, which stores the information in the IDTR forms, will be used to:

- i) Synchronize information between child protection agencies and/or sub-offices within an agency;
- ii) Transfer individual children's case files;
- iii) Enable partial sharing of cases;
- iv) Extract non-identifying data points/fields, as determined by child protection programme and database staff;

**Annexes: Forms used at different stages**

<b>Stages</b>	<b>Form</b>	<b>Comment</b>
Prevention of Separation	Prevention of Separation Flyers	Targets agencies and all those responding to the affected population
	Prevention of separation messages	Target families & children
Identification and documentation	Rapid registration form	
	Short registration form	
	Full documentation form	
	Case referrals	Children with Child Protection Concerns
Handing over of cases	Case Transfer	
	Case Referral	
Tracing & Reunification		
	Tracing Action Form	
	Adult verification form	
	Child verification form	
	Reunification form	
Transfer of children between states/ countries/agencies	Transfer Form	
Temporary/Long term alternative care	Temporary Care Monitoring	
Follow up and monitoring of reunified children and those in temporary care	Follow up Reintegration form	
	Reintegration follow up	
Closure	Closure	

**References:**

- *Interagency Guidelines on SCs and UAM, 2004*
- *UN Guidelines for Alternative Care of Children, 2010*
- *CP Sub Cluster: Referendum related CP concerns and recommendations for intervention, 2011*
- *Convention on the rights of children*
- *Paris principles and guidelines on children associated with armed forces or armed groups*

## Standard forms required in different stages of the IDTR process

Stages	Form	Comment
Prevention of Separation	Prevention of Separation Messages Flyer	Target agencies and all those responding to the emergency
	Prevention of Separation messages	Targeting women and children
Identification and documentation	Rapid registration form	
	Short registration form	
	Full documentation form	
	Referral form	For children with protection concerns
Handing over of cases	Transfer Form	
Tracing & reunification		
	Tracing Action Form	
	Adult verification form	
	Child verification form	
	Reunification form	
Transfer of children between states/ countries/agencies	Transfer form	
Temporary/Long term alternative care	Temporary care monitoring	
Follow up and monitoring of reunified children and those in temporary care	Temporary Care Monitoring Form	
	Reintegration follow up	
Closure		