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## Gazette of the Government of Maldives

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Regulation Number 2020/R-72

Regulation Prescribing the Rules of Investigating Cases Involving Minors

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| <ul style="list-style-type: none"><li>• Mail Regulations and Guidelines to <a href="mailto:legalaffairs@po.gov.mv">legalaffairs@po.gov.mv</a> for publishing on the Gazette.</li></ul> | <p>The President's Office<br/>Boduthakurufaanu Magu<br/>Male' Maldives</p> <p>Phone: 3336211<br/>Mobile: 7242885<br/>Website: <a href="http://www.gazette.gov.mv">www.gazette.gov.mv</a></p> |
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**Ministry of Gender, Family and Social Services**

Male'

Maldives

<p align="center"><b><u>REGULATION PRESCRIBING THE RULES OF INVESTIGATING CASES INVOLVING MINORS</u></b></p> <p align="center"><b>Chapter 1</b></p> <p align="center"><b>Introduction and Purpose</b></p>			
Introduction and Title	1	(a)	This is a regulation enacted by virtue of section 67(d) and (l), section 96(b), section 108(c), section 110(c) and section 131 of Act no 19/2019 (Child Rights Protection Act) to provide for the procedures of investigating and taking action in cases involving minors.
		(b)	This Regulation shall be cited as "Regulation Prescribing the Rules of Investigating Cases Involving Minors".
Objectives	2	The objective of this Regulation is to attain the following.	
		(a)	Whereas it is stated in section 34(a) of the Act no 19/2019 (Child Rights Protection Act) that the best interest of the child must be served in executing the law to deliver the rights guaranteed under the said Act, to ensure that the investigation of and taking action in cases involving children are in their best interest, and that the investigative process is child centered.
		(b)	To prescribe the procedures required to be followed by the concerned authorities in cases involving children to ensure that child rights with respect to subsection (d) and (l) of section 67 of the Act no 19/2019 (Child Rights Protection Act) are protected and to ensure that the rules followed by all concerned parties are consistent.
		(c)	To prescribe the rules pertaining to providing social services to children and their families consistently with the rules

			constituted by the Council for the Protection of Child Rights to protect the rights of children with respect to section 108 of the Act no 19/2019 (Child Rights Protection Act).
Components of the investigation system	3		The investigation system is composed of the following 2 (two) components.
		(a)	In cases involving children, making interventions in accordance with the case management procedures provided in this Regulation to ensure that the children receive the care and protection they need.
		(b)	Assisting in relation to offences involving children.
Objective of the investigation system	4	(a)	The objective of the investigation system is to endeavor to attain the following. (1) Finding solutions to the child related cases lodged; (2) Applying rules in a consistent manner in the investigation of and taking action in child related cases; (3) Specifying the institution having the duty to investigate child related cases and their respective responsibilities; (4) Providing a mechanism by which concerned authorities can collaborate to carry out the investigation. (5) Investigating and taking appropriate action regarding the case in a timely manner.
		(b)	It is the responsibility of the individual institutions referred to in this Regulation to ensure that investigation of cases is carried out in a manner by which the objectives stated in subsection (a) of this section are achieved.
Special principles on which the investigation system is founded	5	(a)	In addition to the main principles provided in the systems constituted under Act no 19/2019 (Child Rights Protection Act), the investigation system is founded on the following principles. (1) Investigating and taking action in a timely manner; (2) Working freely, transparently, free from any undue influence, openly and free from discrimination and bias; (3) Disclosing information to the child involved and to the child's family on the progress of the case as much as is allowed.
Qualification required of the personnel working	6		Child and Family Protection Service and Maldives Police Service shall ensure that the employees working in the investigation system are professionally qualified and of solid integrity.

in the investigation system			
Rules applicable to employees working in the investigation system	7		The Minister shall prescribe the general mannerism and the code of conduct applicable to the employees working in the investigation system.
Case Workers	8	(a)	<p>Case Workers of Child and Family Protection Service are those having the responsibility to investigate a case at a given time. The responsibilities of Case Workers are as follows.</p> <ol style="list-style-type: none"> <li>(1) To communicate with the child throughout the process;</li> <li>(2) To help in providing psychosocial support for the child;</li> <li>(3) Arrange to provide medical care for the child as needed at the given time.</li> </ol>
Role of the Maldives Police Service in case management	9	(a)	<p>For the purpose of case management, the role of the Maldives Police Service is as follows.</p> <ol style="list-style-type: none"> <li>(1) To provide any such assistance at best, upon request for assistance by the Child and Family Protection Service;</li> <li>(2) In collaboration with the Child and Family Protection Service, enforce the Interim Assessment Order in accordance with this Regulation;</li> <li>(3) Where the Maldives Police Service receives a report of a suspected case of sexual or physical violence to a child, instruct the Case Worker or the child and the child's family immediately on how to keep intact the evidence related to the case for the purpose of investigating and ensure that the child and the child's family actually receive the instructions.</li> </ol>
Responsibilities of the healthcare providers	10		Considering the nature of violence suffered by a child, it shall be the responsibility of the healthcare providers to provide their services in a timely manner.
Requirements pertaining to the first medical examination upon suffering a sexual violence or assault or act	11	(a)	<p>The doctor examining a child upon suffering a sexual violence, assault or act shall do the following.</p> <ol style="list-style-type: none"> <li>(1) Explain in a manner understandable to the child and the person in charge of assuring the child's safety and the Case Worker, if it was the Case Worker who accompanied the child (to the doctor), the diagnoses, tests and samples that are needed in a medical examination of this nature.</li> </ol>

			<p>(2) Identify the tests and samples to be taken immediately and refer the same to be done.</p> <p>(3) Prepare an official document clearly stating the identity of the persons accompanying the child, their relationship, the statement of the child as to the facts of the incidence, opinion of the doctor after the examination, the diagnoses, tests and samples, medicines prescribed for the child, if any and referrals made to another authority to do an examination, run a test or of a sample.</p>
		(b)	It shall be the responsibility of the Case Worker to ensure that the tests and taking samples and examinations prescribed on the prescription issued under subsection (a) of this section is complied with.
		(c)	Where a doctor makes a referral to another authority to run a test, of a sample or to do an examination under subsection (a) of this section, the referred authority shall carry it out as soon as possible.
		(d)	It shall be the responsibility of the authority investigating the case to obtain any document prepared under this section.
		(e)	Child and Family Protection Service shall be served with a copy of documents obtained under subsection (d) of this section.
		(f)	If the child or the person in charge of ensuring the child's protection or the child's lawyer requests for the copy of a document referred to in subsection (a) of this section, it shall be made available to the requesting party within a maximum of 7 (seven) days.
		(g)	Notwithstanding subsection (a) of this section, if the Maldives Police Service or the Child and Family Protection Service requests a health care provider to prepare a medico legal report with respect to a suspected case of sexual violence, assault or act against a child, the health care provider shall prepare such report.
		(h)	If the child or the person in charge of ensuring the child's protection or the child's lawyer requests for the copy of the medico legal report referred to in this section, it shall be made available to the requesting party within a maximum of 7 (seven) days.

<b>Stages of case management</b>			
Case registration	12	(a)	<p>Upon receiving a case involving a child and after considering the findings of the case as available at the time the case is received at the Child and Family Protection Service, if the Service believes that the child is in a situation where care and protection has to be provided or that there is a risk that the child may fall into such situation, the Service shall carry out the following.</p> <ol style="list-style-type: none"> <li>(1) Registration of the case by completing the “Case Registration Form” in Annex 1 of this Regulation;</li> <li>(2) Issue a case reference number for the case;</li> <li>(3) Open a case file for the case;</li> <li>(4) Identify the issues in the case and notify on the Case Registration Form if a referral has to be made to a health care provider.</li> </ol>
		(b)	Once registration of the case is completed, it shall be assigned to a Case Worker to do the case management. The date and time the case was assigned to the Case Worker, and the case details shall be available for viewing in writing in the case file.
		(c)	If the “Case Registration Form” instructs that immediate referral is required, the Case Worker, upon being assigned the case under subsection (b) of this section, shall inform of the referral immediately via phone and proceed to lodge the referral via the “Referral Form” in Annex 2 within a maximum of 24(twenty-four) hours.
Cases which must be informed to the Police immediately	13	(a)	For the purpose of section 77(e) of Act no 19/2019 (Child Rights Protection Act), if an act believed to constitute an offence is in a case, the Child and Family Protection Service shall report the matter to the Maldives Police Service within a maximum of 24 (twenty-four) hours.
		(b)	<p>For the purpose of subsection (a) of this section, below are the matters which shall be lodged with Maldives Police Service.</p> <ol style="list-style-type: none"> <li>(1) Matters defined as offences under Act no 4/2000 (Family Act);</li> <li>(2) Cases which contain matters defined as offences under Act No 12/2009 (Act on Special Measures Applicable to Perpetrators Who Commit Sexual Violence against Children);</li> </ol>

			<p>(3) Cases which contain matters which are deemed as offences under Act no 3/2012 (Domestic Violence Prevention Act);</p> <p>(4) Matters of child trafficking to the extent, Act no 12/2013 (Anti Human Trafficking Act) applies to trafficked children.;</p> <p>(5) Matters pertaining to Act no 13/2013 (Anti Torture Act) to the extent it applies to alternative care service centers for children.</p> <p>(6) Matters falling under Act no 9/2014 (Penal Code of the Maldives) to the extent it applies to parents and guardians;</p> <p>(7) Matters defined as offences under Act no 17/2014 (Sexual Offences Act) to the extent that the Act is applicable to children between 16 and 18 years of age;</p> <p>(8) Matters where children are victims of acts falling under Act no 32/2015 (Anti-Terrorism Act);</p> <p>(9) Cases which contain a matter defined as an offence under Act no 19/2019 (Child Rights Protection Act); and</p> <p>(10) Matters where a child falls victim to an offence defined under any other Act.</p>
		(c)	Maldives Police Service shall conduct the investigation of any case received under subsection (b) of this section in accordance with the law.
Initial Screening Assessment	14	(a)	The main target of the Initial Screening Assessment is to understand the protection level and risk of imminent danger to the child.
		(b)	<p>Initial Screening Assessment shall be used to understand the following.</p> <p>(1) The risk of imminent danger to the child at the given time and the severity of impending danger;</p> <p>(2) The capability of the person in charge of the protection of the child to protect the child from the dangers faced by the child;</p> <p>(3) The interventions which should be carried out in order to mitigate or eliminate the risk of danger faced by the child.</p>
		(c)	Decisions pertaining to the protection of the child shall be made based on the level of protection and the interventions which can be applied as identified in the Initial Screening Assessment.

Undertaking the Initial Screening Assessment	15	(a)	Initial Screening Assessment shall be done in the first meeting with the child.
		(b)	For the purpose of subsection (a) of this section, the Initial Screening Assessment shall be done within 24 (twenty-four) hours from the time the case was registered.
		(c)	In the event the Case Worker is unable to carry out the Assessment within the duration stipulated in subsection (b) of this section, by reason of having to travel to another island to reach the child, the Assessment shall be done within a maximum of 72 (seventy-two) hours from the time of registration of the case.
		(d)	Initial Screening Assessment shall be completed via Form 3 in Annex 3 of this Regulation.
Concluding that the child is in a safe environment	16	It shall be deemed that a child is in a safe environment if at the place of residence of the child, the child is not at risk of imminent danger or if there is no foreseeable risk of danger or if the person in charge of protecting the child is capable of providing protection against such danger.	
Concluding that the child's environment is unsafe	17	It shall be deemed that the child is not in a safe environment if at the place of residence of the child, the child is in risk of imminent danger or foreseeable danger or if the person in charge of the child's protection does not seem to possess the capacity to protect the child or the means of protecting the child and intervention by a third person is necessary to protect the child.	
Deciding on responding	18	The action taken in every case shall be decided based on the facts of that respective case. In this regard, it may be decided that quick response is required in the following situations.	
		(a)	If the child or the child's life or health is in danger;
		(b)	If action is not taken quickly, the child will suffer;
		(c)	If the Initial Screening Assessment shows that the child is at risk of danger and that other children living in the same environment as that child are also at risk, the Child and Family Protection Services shall take the initiative to assess the children as provided in this Regulation and has the discretion to intervene to protect those children.



Undertaking Comprehensive Assessment	19	(a)	Comprehensive Assessment is an assessment carried out to identify the interventions required to assist the child and the child's family and help to formulate a Case Plan.
		(b)	Comprehensive Assessment shall be carried out within a maximum of 7 (seven) days from the Initial Assessment.
		(c)	The child's family and other concerned parties shall be interviewed in carrying out the Comprehensive Assessment.
		(d)	The Comprehensive Assessment referred to in this section shall be carried out via the "Comprehensive Assessment Form" in Annex 4 of this Regulation.
		(e)	If the child is temporarily assigned to the care of a family member and if it is decided that the child may remain with that family member, consent shall be sought and the child's legal guardianship shall be changed to that family member to keep the child in the care of that person.
Formulating the Case Plan	20	(a)	Case Plan must have solutions suggested against each problem identified in the Initial Assessment and Comprehensive Assessment. In addition, it must contain the tasks to be done, the duration for doing them and the persons responsible to act upon the suggestions.
		(b)	Case Plan shall be prepared within a maximum of 14 (fourteen) days from the registration of the case.
		(c)	Case Worker shall perform the following to formulate the Case Plan. <ol style="list-style-type: none"> <li>(1) Holding a family conference if the participation of the child and family is deemed important;</li> <li>(2) Holding a case conference with the concerned authorities;</li> <li>(3) Deciding the main goal of the whole case (example: strengthening the family. If the child is under state care, to reintegrate or to seek a foster care taker for the child);</li> <li>(4) Provide the details of the expected outcomes and specify the duration for achieving them. Design the outcomes in a manner in which it can be assessed.</li> <li>(5) Specifying the interventions required to attain the goals;</li> <li>(6) Identifying the means by which the family can be supported to achieve the outcomes (example: community support, or services).</li> </ol>

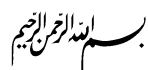
			<p>(7) Identifying the person to contact in the event the relationship between the child and the family is unstable or where the Case Plan is not working, and making a contingency plan for such consequences.</p> <p>(8) Sharing the Case Plan with the child's family if possible.</p>
		(d)	Case Plan shall be made using the "Case Plan Form" in Annex 5 of this Regulation.
implementing the case plan	21	(a)	Implementing the Case Plan is the fourth stage of case management.
		(b)	It shall be the responsibility of the Case Worker to ensure that all concerned parties are duly implementing the Case Plan.
		(c)	It shall be the responsibility of the Case Worker to record and maintain the case management notes during the case management stages in accordance with Annex 6 of this Regulation.
		(d)	It shall be the responsibility of the Case Worker to record and maintain the information of every case conference of every case in accordance with Annex 7 of this Regulation.
Following up	22	(a)	Conducting follow up is the 5 <sup>th</sup> stage of case management.
		(b)	It shall be the responsibility of the Case worker to do a follow up on every case at least once in every three months.
		(c)	In conducting follow up, the inclusion of the child, child's family and all parties involved in providing education, health, care and protection to the child must be sought as much as possible.
		(d)	It shall be the responsibility of the Case Worker to record the information received through every follow up as provided in Annex 6 of this Regulation. In the process of maintaining the records, indicators related to the child must be noted.
		(e)	<p>The following tasks are included among the tasks of the Case Worker during this stage.</p> <ol style="list-style-type: none"> <li>(1) Monitoring and reviewing the implementation of the Case Plan;</li> <li>(2) Monitoring the situation of the child;</li> <li>(3) Keeping in touch with the child on a regular basis for the purpose of protecting and monitoring the child;</li> <li>(4) Provide required support for the child or the child's family if there is a need.</li> </ol>

Rules pertaining to deterring children from crimes	23	The Ministry shall publish the procedures and rules required to be developed under section 110 of Act 19/2019 (Child Rights Protection Act).	
Closing the case	24	(a)	Case closing is the last stage of the case management. A case can only be closed with approval from the head of the Case Management of the Child and Family Protection Service at the time.
		(b)	Where a Case Worker believes that a case can be closed, the Case Worker shall consult with the supervisor for the case and record in writing the grounds for the decision to close.
		(c)	A case may be closed if any of the following situations arise. (1) When the child is transferred to a permanent safe environment either through fostering or re integration; (2) Where decision to close the case is reached through the consultations referred to in subsection (a) of this section; (3) Having attained the main goal; (4) Death of the child and end of everything related to the death of the child.
		(d)	"Case Closure Form" in Annex 8 of this Regulation, shall be used to close a case under subsection (b) of this section.
		(e)	A closed case may be reopened after recording the reason in writing and approval from the head of the Case Management at Child and Family Protection Service.
Commencement of this Act	25	This Regulation shall come into force upon 3 (three) months from the date of publishing this Regulation on the Gazette of the Government of Maldives.	
Definitions	26	The following words and phrases shall have the meanings assigned below unless the context in which the words and phrases are used in this Regulation carries a different meaning conclusively.	
		(a)	"Family" refers to parents or mother or father or the person having guardianship or custody of the child under Islamic Shariah and in accordance with Act no 4/2000 (Family Act) and the regulation made under the said Act.
		(b)	"Intervention" refers to action taken in response to cases involving children.

		(c)	Initial Screening Assessment refers to the first assessment done upon contact with the child to assess the child's situation.
		(d)	"Psychosocial support" refers to support needed by a child or person to live a healthy content life on the basis of the child's or person's psychological and social needs and relations.
		(e)	"Ministry" refers to the ministry mandated with protecting children's rights at the given time.

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**Annex 1**



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Ministry of Gender Family and Social Services

Male

Maldives

## Case Registration Form

Case Reference number: -----

1- Registration details	
Date / Time	
Details of the person reporting	
Name:	
Maldivian National Identity Card No:	
Permanent Address	
Designation	
Contact number	
Relationship between the child and the person reporting	<input type="checkbox"/> Maldives Police Service <input type="checkbox"/> Neighbor <input type="checkbox"/> Parents of the Child <input type="checkbox"/> Association <input type="checkbox"/> A family member of the child <input type="checkbox"/> Others: -----
Mode of reporting	

2- Details of the Child and Family		
Name of the child		
Common name of the child		
Date of Birth		Age:
Sex	<input type="checkbox"/> Female	<input type="checkbox"/> Male
Permanent Address		
Contact Address		

Name of person with whom the child resides and their relationship			
Name of the child's mother		Date of birth:	Status <sup>1</sup> :
Contact address of the child's mother			
Name of the Father of the child		Date of birth:	Status:
Contact address of the child's father			
Name of Childs caretaker (if it is not the mother or father)		Date of Birth:	Status:
Contact address of the Child's caretaker			
Details of other children in the family (name, sex date of birth, age)			

### 3. Concerns relating to the protection of the child (tick the relevant boxes)

- |  |   |   |
|--|---|---|
| <input type="checkbox"/> Physical violence | <input type="checkbox"/> Neglect              | <input type="checkbox"/> Orphaned child         |
| <input type="checkbox"/> Sexual violence   | <input type="checkbox"/> Exploitation         | <input type="checkbox"/> Refusing child support |
| <input type="checkbox"/> Custody           | <input type="checkbox"/> Abandoning the child | <input type="checkbox"/> Others: -----          |

Additional information about the child's safety:
--

<sup>1</sup> Whether she is alive or not or not known

**4. Follow up actions**

☐ Require further investigation

☐ Referral authorities

\_\_\_\_\_

\_\_\_\_\_

☐ Others: \_\_\_\_\_

Reasons and details for referral:

**5. Additional tasks required in relation to the case**

**Details of the employee who registered the case**

Name: -----

Designation: -----Signature: -----

**Annex 2**



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**Referral Form**

**Date:** -----

**Referral sent from:**

Name of Authority: -----

Name of Case Worker: -----

Designation: -----

Contact Number: -----

Email: -----

**Intended Recipient of the referral**

Name of Authority: -----

Address: -----

**Details of Case Referred:**

Name of Client: -----

Services referred for: -----

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Signature of Case Worker:

Stamp:



**Annex 3**



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**Initial Screening Assessment Form**

Case Reference Number: -----

1- Details of the Assessment:	
Date of commencing assessment:	
Date of concluding assessment:	
Name of the child:	
Maldivian National Identity Card Number:	
Permanent Address:	
Details of the assessing Case Worker	
Name:	
Designation:	
Place: (venue of Child and Family Protection Service in Male and Children's Service centers in the atolls)	
Contact Number:	
Mode of reporting:	

2- Concerns Pertaining to Safety of the Child	
Primary Protection Concerns	
Secondary Protection concerns	

What **EVIDENCES** substantiate the concerns for the child's protection (in completing this part, findings and information received from the child, child's parents and other concerned persons shall be included).

### 3- Child's safety assessment

Main component of assessment: the safety of the residence of the child.

**WHAT ARE THE DANGERS FACING THE CHILD IN THE CHILD'S DAILY LIFE?** (For example: parents or guardian threatening the child with severe physical violence, refusing to provide the child's basic needs, parents or guardian wanting to abandon the child or incapable of carrying out the responsibility, child needs immediate health care or assistance).

Note:

- Reasons for incapacity to look after a child includes, for example: mental illness or substance abusing.
- Cases where parents are unable to cater to material needs of a child owing to poverty shall be deemed as a situation where the family requires support to provide care for the child rather than a situation to remove the child from the child's current environment).

The capability of the parents and the family to provide protection to the child and their competency to raise the child: (for example: the willingness of the parents to address the concerns related to the child, willingness to fulfill the child's needs, their physical, psychological and cognitive capacity to attend to it, evidence of a healthy relationship between the child and the parents.

Tick the appropriate boxes below in relation to the child's safety decision reached. Decision on safety must be taken after contemplating the risks against the child's safety, the protective capacity of all parties, the interventions required to ensure protection and other information pertaining to the case.

<input type="checkbox"/>	<b>SAFE:</b> No risk of danger identified at the time.	From the information available at the given time, the child is not at risk of any foreseeable danger. <b>IF THIS DECISION IS REACHED, THE CASE CAN BE CLOSED.</b>
<input type="checkbox"/>	<b>SAFE:</b> Safety violation is possible but the child is not in need of a third-party protection or the child's parents and family have the capacity to provide protection and look after the child.	Despite several factors that may breach the child's safety are in existence, the child does not require the protection from a third-party or in case protection is required the child's parents and family <b>have the capacity to provide protection and look after the child.</b> Intervention measures are planned for the protection of the child or interventions which will mitigate the risks identified have been made. The child will continue to live in the child's home environment as long as the interventions applied works to mitigate the dangers.

		<b>SAFETY PALN TO BE MADE TO ALLOW THE CHILD TO CONTINUE TO LIVE IN THE CHILD'S HOME ENVIRONMENT.</b>
<input type="checkbox"/>	<b>NOT SAFE</b>	If the child's safety is at risk, protection shall be given with immediate effect; the child's parents or family does not possess enough protective capacity; the child needs immediate intervention, if not, the child may suffer imminent danger as of the time.

**DETAILS OF THE GROUNDS FOR THE DECISION REACHED ABOVE:**

**4- Safety Intervention**

Safety intervention are actions taken to ensure the protection of the child at the given time to mitigate the risk of safety violations existing at that time. At this stage the purpose of safety mitigation is to find solutions to which will mitigate the risk of dangers faced by the child instead of finding long term solutions. More than one intervention measure may be applied simultaneously to mitigate the risk of danger at a given time.

**IMMEDIATE INTERVENTION MEASURES REQUIRED TO BE APPLIED:**

**5. Safety plan**

Safety plan is the plan prepared to implement each of the intervention measures stated above. Safety plan must include any immediate need for medical treatment or assistance with health issues.

<b>Safety Intervention</b>	<b>Tasks to be taken to implement the intervention</b>	<b>Responsible person to attend to the task</b>	<b>Duration in which the tasks has to be completed</b>

**ADDITIONAL INFORMATION ABOUT SAFETY PLAN AND SAFETY INTERVENTIONS:**

Case Worker's name and Signature:

Date:

Supervisor's name and signature:

Date:

**Annex 4**



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**Comprehensive Assessment Form**

Case Reference number: .....

1- Details of the Assessment	
Date of commencing the Assessment:	
Date of end of Assessment:	
Name of child:	
Maldivian National Identity card No:	
Permanent Address:	
Details of the Case Worker doing the Assessment	
Name:	
Designation:	
Place: (Venue of Child and Family Protection Services in Male' and Family and Children Service Centers in the Atolls)	
Contact number:	
Others who provided information or assisted in doing the assessment: (Child's caretaker, teacher, Child's primary care worker, psychologist, doctor, other important person in the child's life)	(State the name, relationship with child, designation, place of work)

## 2- Child's development and assessment of the child's wellbeing

(a) Child's health status and physical development	
If the child is below 6 years of age, whether the child's immunization has been completed?	<input type="checkbox"/> Yes <input type="checkbox"/> No
	Details
Child's physical development in comparison with other children of the same age.	
If the child is suffering from any chronic illness, what is the diagnosis? What is the treatment given? Is the child aware of the illness?	
Does the child have any disability? If the child has a disability, what type of disability? What is the support given to the child and the child's caretaker?	
How many meals does the child get in a day? What is the child's opinion on whether the child is adequately fed?	
Is there any indication if the child has suffered sexual violence? Or can any indication of neglect be observed?	
State the major risks faced by the child and the child's strengths:	

(b) The child's psychosocial development	
What is the general psychosocial status of the child? (for example: positive, negative, happy, scared)	

If the child appears to be suffering from a psychological disturbance, how has the child's caretaker responded to it?	
Does the child suffer from sleep disturbance? (for example: having nightmares or bedwetting) how has the child's caretaker responded to such issues?	
Is the child under treatment for any mental illness? If so, is the child on any medication?	
Does the child feel safe in the child's residential environment (alternative care services included)? Are there places, school and other places, in the child's community in which the child does not feel safe? Which places are they?	
<b>Detail the major risks faced by the child and the child's strengths:</b>	

(c) Improvement of education and life skills		
Whether the child is enrolled in a school.	<input type="checkbox"/> Yes	<input type="checkbox"/> No
	Name of school:	Standard:
Does the child go to school regularly? If not, give reasons.	<input type="checkbox"/> Yes	<input type="checkbox"/> No
	Details:	
What is the level of progress of the child? What are the strengths of the child? What are the challenges faced by the child? How does the child's caretaker respond to these matters?		



What are the child's aspirations about the child's educational future or what is the goal the child wants to achieve? What is the child's future ambitions? To achieve these, what should precede?	
Is the child required to assist in domestic chores? In this regard, what are the chores given to the child? Are the chores assigned to the child appropriate for the child's age and capabilities?	
Is it required of the child to assist in regulating household expenses or is it expected of the child to contribute to the household income? Is this expectation appropriate for the child's age and capabilities?	
<b>Detail the major risks faced by the child and the child's strengths.</b>	

<b>(d) Relationship between child and the child's family</b>	
What is the child's opinion about living with the child's caretaker and family? (this includes the child's opinion about living in an alternative care institution if the child is living in such a facility at the time). What are the things in the child's living environment which the child considers to be	

good? And what are the difficulties the child has experienced in that environment?	
What is the caretaker's opinion about the child? What are the good qualities and difficulties the caretaker experiences about the child?	
Does the child have behavioral difficulties? If such an issue exists, how does the caretaker respond to the matter?	
Does the caretaker keep watch over the child's behavior and monitor the child? And is this carried out in a proper manner?	
How much does the child receive the caretaker's attention, time, physical care and emotional support? Does the care taker seem to have a healthy relationship with the child?	
<b>Detail the major risks faced by the child and the child's strengths.</b>	

<b>(e) Relationship between the child and the community the child lives in</b>	
Who are the child's friends? What kind of activities does the child do with friends? What is the opinion of the caretaker about the child's friends?	

Does the child participate in social tasks or activities or events?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
	Details:	
Does the child see him/herself as a part of the community the child lives in? Does the child have a sense of belonging to that community?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
	Details:	
<b>Detail the major risks faced by the child and the child's strengths:</b>		

<b>(f) Living condition, social and economic situation</b>		
What is the main source of income to the child's family? Do they get a sufficient income to fulfill their needs?		
What is the condition of the child's residential place? Does the place require immediate repair?		
Is the child's residential place spacious enough for everyone living in it?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
	Details:	
Does the child's residence have access to sewerage services and clean drinking water?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
	Details:	
Is anyone residing with the child under treatment for chronic illness? Or have a disability?		

How does these matters affect the child's wellbeing?	
Does the child's household have any social problems (for example: domestic violence, substance abuse, mental illness) how does these matters affect the child's wellbeing?	
<b>Detail the major risks faced by the child and the child's strengths.</b>	

3- Concerns regarding safety of the child		
Whether there is a concern regarding the child's safety	<input type="checkbox"/> Yes <input type="checkbox"/> No	Does it require immediate attention? <input type="checkbox"/> Yes <input type="checkbox"/> No
State the risk factors against the child's safety, if any.		
What are the safety interventions done under the Initial Screening Assessment?		

Name and signature of the person who prepared the report: ----- Date: -----

Designation: -----

Name and Signature of the Supervisor: ----- Date: -----

**Annex 5**



**(Emblem)**

Ministry of Gender, Family and Social Services

Male'

Maldives

**Case Plan**

Case Reference Number -----

1- Details of the Child		
Name of the child		
Common name of the child		
Maldivian National Identity Card No:		
Sex:	<input type="checkbox"/> Female	<input type="checkbox"/> Male
Date of Birth:		Age:

2- Date of preparing the Case Plan and the Participants			
Date of preparing Case Plan:		Reviewal Date:	
Whether the child's participation was sought in the preparation of the Case Plan?	<input type="checkbox"/> Yes <input type="checkbox"/> No If No, give reasons:	Whether the child understands the Plan and agrees with it.	<input type="checkbox"/> Yes <input type="checkbox"/> No If No, give reasons:
Participants in the preparation of the Case Plan	Name		Relationship with the child

### 3- Case Plan

**The main goal of the Case Plan is:**

Note: Only one goal shall be stated as main goal; for example, to reintegrate the child with the child's family or if reintegrating with the family is not a possibility, to reintegrate through foster care.

**Changes required to achieve the goal:****Projected Duration to achieve the goal:****What are the interventions needed to achieve the goal? (state number order in list form)**

Note: Some interventions may have been done through the Initial Screening Assessment.

**4- Action Plan of implementing the Case Plan**

Case Intervention	Tasks needed to implement the case intervention	Person responsible for the task	Completion dates for the tasks

Name and Signature of the Case Worker: ----- Date: -----

Name and Signature of the Supervisor: ----- Date: -----



**Annex 6**



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**Case Management Notes Template**

Case Reference Number -----

<b>Date</b>	<b>Details of Work</b> (for example: phone calls, referral, follow up information)	<b>Name of person who completed the step</b>

**Annex 7**



**(Emblem)**

Ministry of Gender, Family and Social Services

Male'

Maldives

**Case Conference Form**

Case Reference Number -----

1- Details of the Child		
Name of the child		
Common name of the child		
Maldivian National Identity Card No:		
Sex:	<input type="checkbox"/> Female	<input type="checkbox"/> Male
Date of Birth:		Age:

2- Details of the Case Conference		
Date of Case Conference		
Participants of Case Conference	Name	Authority/designation

3- Purpose of the case Conference

**4- Decisions taken in the Case Conference**

**5- Follow up**

Tasks	Person responsible for the task	Date of completion of task

**Prepared by:**

Name: -----

Designation: -----

Authority: -----

Date: -----

## Annex 8



**(Emblem)**

Ministry of Gender, Family and Social Services

Male'

## Maldives

## Case Closure Form

Case Reference Number -----

1- Details of the Child		
Name of the child		
Common name of the child		
Maldivian National Identity Card No:		
Sex:	<input type="checkbox"/> Female	<input type="checkbox"/> Male
Date of Birth:	(D/M/Y)	Age:

2- Summary of Case (Including the goal for the case)

### 3- Reason for decision to close the case

☐ Achieved the goal for the case

☐ Death of the child

☐ Other

Details of the reason:

### 4- Persons consulted about closing the case

Name	Designation/relationship with child

Whether the child was consulted about closing the case>

☐ Yes

☐ No

If No, give reason:

### Prepared by:

Name: -----

Designation: -----

Authority: -----

Date: -----

Signature: .....

**Approved by:**

Name of supervisor: -----

Authority: -----

Date: -----

Signature: -----

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