

ශ්‍රී ලංකා ප්‍රජාතාන්ත්‍රික සමාජවාදී ජනරජයේ ගැසට් පත්‍රය
අති විශේෂ

The Gazette of the Democratic Socialist Republic of Sri Lanka

EXTRAORDINARY

අංක 1809/12 - 2013 මැයි මස 09 වැනි බ්‍රහස්පතින්දා - 2013.05.09
No. 1809/12 - THURSDAY, MAY 09, 2013

(Published by Authority)

PART IV (A) — PROVINCIAL COUNCILS

Provincial Councils Notifications

PROVINCIAL COUNCIL NOTIFICATION

Uva Province Provincial Council

STATUTE OF CHILD DEVELOPMENT CENTERS OF UVA PROVINCE No. 01 OF 2013

THE above statute having approved by the Democratic Socialist Republic of Sri Lanka on the 04th April 2013 has been approved by the Hon. Governor of the Uva Province on 22nd of April 2011 and which is hereby published for the notification of the Public.

K. D. SIRISENA,
Secretary,

Uva Province Provincial Council.

Council Secretariat,
Uva Provincial Council,
King Street, Badulla,
23rd April, 2013.

CHARTER FOR CHILD DEVELOPMENT CENTERS No.1 DATED OF THE UVA PROVINCIAL COUNCIL

This is a Charter intended for making statutory provision for registration, supervision, administration and conducting of institutions meant for protection and development of children who are deserted, helpless, orphaned and subjected to abuse, resident within the Province of Uva, and for other affairs incidental to, or connected with such matters.

This Charter shall render (Chapter 142) of the Orphanage Act, No. 22 of 1941 incompatible and the Chapter 50, 51 of the Children and Youth Act, No. 48 of 1939 incompatible.

1. Uva Province Provincial Council of Sri Lanka Democratic Socialistic Republic do hereby enact as follows Brief title

This charter shall be cited as the Charter for Child Development Center No. 1 of Uva Province Provincial Council, and shall come into operation from the day it received the approval of the Governor of the Uva Province.



PART - I

Functions and Objectives

Objectives of the Charter

2. The objectives of this Charter is to perform the under mentioned functions for the well-being of the children in the Uva Province of eighteen years of age, from birth who are deserted, helpless orphaned and subjected to abuse.
 - (1) Provide care, custody and safety within the residential environment
 - (2) Provide a balance diet agreeable to age and growth.
 - (3) Provide clothing and ornaments that are hygienic and compatible with the environment ;
 - (4) Provide mental security and facilities needed for mental development ;
 - (5) Provide formal and informal education and vocational training as appropriate ;
 - (6) Provide aesthetic and sports facilities with a view to improving skills and creative abilities ;
 - (7) Provide facilities required for improving power of appreciation ;
 - (8) Provide library and such other facilities required for improving knowledge and intelligence ;
 - (9) Provide facilities required for cultural moral, religious and spiritual development ;
 - (10) Build up a sound relationship with the custodians and the relatives, and do the needful as and when appropriate.

Functions of the Provincial Commissioner of Probation and Child Care Service

3. The Governor should appoint the Provincial Commissioner of Probation and Child Care Service, hereinafter referred to as the Commissioner where the power shall be vested to conduct, supervise and administer the functions indicated in this Charter and the commissioner should be an officer of first class in Sri Lanka Administrative Service, He can appoint Deputy, Assistant Commissioners, Probation Officers and other suitable officers where he feels as necessary for his assistance.

PART II

Registration, Cancellation of Registration and Management of Child Development Centers

Child Development Centers

4. Every institution in the Uva Province that takes care of resident children, below eighteen years of age, who are deserted, helpless, orphaned and subjected to abuse shall be considered as Child Development Centers with effect from the date of implementation of this Charter.

Registration Compulsory

5. Every Child Development Center in the Province of Uva shall have to be registered under this Charter
 - (1) All institutions-Government, Semi-government and Non-government that operated Children Homes prior to the effective date of this Charter shall have to be re-registered as Child Development Centers with the Department of Probation of Childcare Service of the Uva Province.
 - (2) Registration shall only be permitted, based on each Divisional Secretary Division having considered the prior inspection done by the Commissioner. The registration shall have to be renewed after a review done once in three years. A register shall have to be maintained in respect of Child Development Centers applied for registration while eligible centers shall have to be registered.
 - (3) Every Child Development Center started after the date of operation of this Charter shall have to be registered under this Charter, and the Children shall have to be admitted by the Commissioner himself only after the registration of the center.

- | | |
|---|---|
| <p>6. Request for re-registration made by every center under clause - 5 above, shall have to possess the following qualifications.</p> <p>(1) The institution shall have to be a registered government, Semi-government, Non-government or any other organization affiliated to the Government having a statute aimed at running a Child Development Center.</p> <p>(2) A Child Development Center already in operation shall have to possess a minimum of ten children to qualify itself for registration.</p> <p>(3) An institution running a Child Development Center shall have to possess legal ownership of all moves and immovable property of the Center.</p> <p>(4) An institution that runs a Child Development Center shall have to be in possession of a fixed fund not less than Rs. 500,000.</p> <p>(5) The Child Development Centers shall have to be run in accordance with the Standards specified by the Commissioner of Childcare and Probation Service indicated in Schedule No. 3 of this Charter.</p> | <p>Eligibility for Registration</p> |
| <p>7. Requests for registration of Child Development Centers shall have to be made to the Commissioner of Probation and Childcare Services by the Manager of the Center on an application form prepared according to the format specified in Schedule - 1 of this Charter.</p> | <p>Mode of Request for Registration</p> |
| <p>8. Upon receipt of an application for registration of a Child Development Center, the Commissioner shall order the Probation Officer in charge of respective divisions to submit a report to him on matters below</p> <p>(1) Whether the relevant at Child Development Center has fulfilled all the requirements needed for registration mentioned in clause 06 ; and</p> <p>(2) Whether the Center is running at the moment in accordance with the orders already issued by the Minister under clause - 24 of this Charter ;</p> | <p>Calling for Reports</p> |
| <p>9. The relevant report shall have to be submitted to the Commissioner by the aforesaid officer within four weeks upon receipt of the Order mentioned in Clause - 8</p> | <p>Submission of Report</p> |
| <p>10. Upon receiving the report mentioned in clause - 9 of this Charter, the Commissioner shall visit a Child Development Center and inspect whether the requirements mentioned in clause - 6 have been fulfilled or not, whether the Center is in accordance with the standards specified and whether the Center is capable of operating to bring about the maximum well-being of the resident children.</p> | <p>Inspection by the Commissioner</p> |
| <p>11. After the inspections of Commissioner specified in clause - 10 above, if he is fully satisfied, he shall take steps to register the relevant Child Development Center and to enter into an agreement with them laying down specified conditions within three months from the date of inspection.</p> | <p>Registration</p> |
| <p>12. (1) On receipt of the report mentioned above clause 9, and having entered into an agreement with the Child Development Center that has fulfilled all requirements needed for its registration, the Commissioner shall issue a Certificate to the respective Center according to the format shown in schedule - 02 ;</p> | <p>The Registration Certificate</p> |

- (2) The first registration shall be valid for three years from the date of its registration, The Commissioner has the power to extend the validity of such registration by further one year upon a request made to him by the Manager of the Center three months prior to the date expiry of its validity, Every request made for such extension shall be subjected to the provisions in clause 06 to 09 of this Charter.
- (3) The Commissioner shall maintain a register in which he shall record the name of the registered Child Development Center, its postal address, registration number, the date of registration and whatever other information deemed necessary in the opinion of commissioner.
- Notify the inability to register
13. A Child Development Center applying for registration, if found have not fulfilled the required conditions as per clause - 6 of the Charter, the Commissioner shall turn down such application and notify the Manager of the Center, giving reasons for his inability to register the Center.
- Appeal
14. If the Manager of the Child Development Center is not satisfied with the notification made known to him, under clause - 13, he shall made an appeal to the Commissioner within thirty days from the date of receipt of such notification.
- Decisions on Appeal
15. An appeal under clause - 14 when received by the Commissioner, he shall conduct and inquiry personally within fourteen days from the date of its and shall take one of the decision shown below
- (1) If registration is not possible to inform the Manager of his decision along with reasons for his inability to register the Center.
- (2) If the Commissioner decides that registration is possible, to take necessary steps to register the Center.
- (3) To allow a period of grace not exceeding three months to complete the requirements under clause - 6.
- Implementation of Decisions
16. (1) A Manager, who is dissatisfied with Commissioner's decision, shall make only one appeal to the Secretary within one month from the date of such decision.
- (2) At the expiry of the grace period given under Para - 3 of clause - 15, the Commissioner shall re-inspect the center and shall decide whether to register the Center or not, and inform the Manager of his decision he has arrived at.
- (3) According to the above Sub Clause (1), when an appeal has arrived, the Secretary shall give a decision after conducting an inspection and the decision given by the Secretary shall be the final decision.
- Cancellation of Registration
17. The Commissioner shall have the power to cancel a Child Development Center registration in on the situation shown below after having inspected the Center personally by him or by any other officer authorized by him.
- (1) In a situation where a proposal has adopted by a majority of votes at a Statutory meeting of an (NGO) Non-Government Organization that runs a Child Development Center and decided that the Center cannot be functioned any further, the Commissioner shall have to be intimated for this situation in writing three months before the intended date of closure, and which intimation is accepted by the Commissioner.

- (2) In a situation where an Appropriate Authority cannot be appointed under Clause 3, or where the Appointed Officer is unable to carry on with his functions.
 - (3) In a situation where the Board of Control of a Child Development Center does not run the center in accordance with the standards specified in Schedule - 3 of Clause 24, and fail to comply with the order, regulations, stipulations and circulars issued from time to time.
 - (4) When new Board of Control for the Child Development Center cannot be appointed under clauses - 39
 - (5) When the management of the Center defaults on the conditions laid down in the Agreement entered into under clause - 11, or fails to fulfill such conditions.
18. It the Commissioner decides that the registration of a particular Center shall have to be cancelled, he shall inform the Manager of the Center, of his decision by registered post within thirty days from the date of arriving at such decision. Notifying the Cancellation of Registration
19. If the Manager of the Child Development Center or the Board of Control disagrees to the decision mentioned in Clause - 18, the Manager shall make an appeal to the Secretary through the Commissioner by registered post within fourteen days from the date of his receiving the Commissioner's decision. Forwarding of appeals
- (1) in the event of making an appeal under this clause, the Manager or the Board of Control shall have the power to carry on with the functions of the Center till the decision of the Secretary referred to in clause - 20 is received by them. Nevertheless such functions have to be executed only under the advice and supervision of the Commissioner.
20. The Secretary shall take action as indicated below, upon his receipt of an appeal under clause - 19 of this Charter. Decision of the Secretary
- (1) After an inspection conducted by a Board of Control Comprising two members who are of the same grade, or in a higher grade than the Commissioner's one of the actions mentioned below shall have to be taken by the Secretary.
 - (a) Confirm the cancellation of registration ;
 - (b) Postpone the cancellation of registration by three months maximum till the conditions laid down by the Secretary are fulfilled, relevant to the Commissioner's decision.
 - (2) (a) The decision taken by the Secretary under sub-section - 1, above, shall be conveyed to the Manager in writing with a copy to the Commissioner within one month from the date of receipt of the appeal
 - (b) The Secretary shall make a re-inspection at the expiry of the period of time given to the Child Development Center under clause 20 (1)(b) and take action as per clause 20(1)(a)
21. All children who are not on a court order, resident in a Child Development Center, the registration of which has been cancelled under clause - 20(1)(a) and (b), shall have to be handed over to their parents or guardians and transfers the rest to another Child Development Center having facilities of warship, after taking into consideration their sex and nationality by the Commissioner or by any other probation officer authorized by him. Steps to be adopted when registration is cancelled

Transfer of assets of a center, the registration of which has been cancelled	22. The assets provided by the Government or by Voluntary Services Association or by individuals or by institutions to a Child Development Center, the registration of which has been cancelled, shall be taken into the custody of the Department or transferred to another registered center determined by the probation officers in-charge authorized by him.
Composition of the Board of Control	23. A Manager and a Board of Control shall be appointed to a Child Development Center, subject to following conditions. <ol style="list-style-type: none"> (1) The Board of Control shall be composed of a Chairman, a Vice Chairman, a Secretary, as Assistant Secretary, a Treasurer, a Manager and Seven Committee Members. If the Manager is a foreigner, a Co-Manager shall have to be appointed. (2) The Treasurer of a Child Development Center and its Co-Manager shall have to be citizens of Sri Lanka. (3) The Co-Manager and at least three members of the Board of Control shall have to be permanent residents of the Province of Uva. (4) The members of the Board of Control and the Chairman of the Child Development Center shall have to be persons who are not convicted of any criminal offences and punished by a Court of Law.
Standards shall have to be proclaimed and adhered to	24. The minimum standards needed for uplifting the position of a Child Development Center shall have to be in accordance with the orders and stipulations issued by the Provincial Commissioner of Probation and Child Care Services, such orders shall have to be adhered to by the Manager and the Board of Control of the Child Development Center.
The Manager acting in lieu of the Board of Control of the Child Development Center	25. All matters connected with the registration of a Child Development Center including other matters that have to be dealt with in regard to the center and all official correspondence done with the Probation and Child Care Services Department shall have to be solely handled by the Manager of the Center.
Qualification of the working staff of the Center	26. In addition to the Board of Control, the Child Development Center shall have a working staff to look after the resident children and the staff members shall have to possess the following minimum qualifications. <ol style="list-style-type: none"> (1) The Matron (male/female) shall have to be a person who has sat for G. C. E. (A/L) Examination ; (2) Shall have to possess an exemplary moral character ; (3) Shall have to be a person with the same religious faith similar to that of the resident children in the center ; (4) Shall have to be a person with a sound family background and shall be capable of shouldering responsibilities. (5) Shall have to be a person with a sound mental and physical health ; (6) Shall possess good personality

PART III

Admission to Child Development Center, Supervision and Establishment of Centers and Rendering the Board of Control Intellective.

27. (1) No child shall be admitted to a registered Child Development Center without the approval of the Commissioner, However, the Board of Control shall admit a child to registered Child Development Center without the Commissioner's approval on justifiable reasons. Such admissions shall not exceed 5% of the total number of children approved for the center, Nevertheless, the covering approval for such admission shall have to be obtained the Commissioner within seven days.

Admission of children to Child Development Centers
- (2) No child shall be admitted to a Child Development Center in contrary to the classifications of the Commissioner with regards to age limit, sex and religious faith specified at the time, the Center was registered. Opportunities shall be provided for the children who are admitted in that way to devote his religion in the Center.
28. The Manager, The Board of Control and the staff shall comply with the instructions issued by the Commissioner or the Probation Officer in charge or the Probation Officer in charge of supervision of a Child Development Center, when making a placement of a child in a registered center for his/her well being.

Complying with instructions and placement of children
29. At the time of registration a Child Development Center, the Probation Officer responsible for making reported shall inquire into each child's background and ascertain whether they come under the category of orphaned deserted and helpless children or children subjected to abuse, and prepare a separate report in respect of each child and submit them to the Commissioner.

Prepare a separate report for each child
30. A Probation Officer shall have to be appointed to supervise each Child Development Center. The Commissioner of Child Care and Probation Service, the Probation Officer in charge of supervision Child Development Center, the Probation Officer in charge of the Center or any Probation Officer or a staff officer of the Department authorized by the Commissioner shall visit a Center any time of the day for inspection. the Manager or the Board of Control or any other person shall not obstruct any other person shall not obstruct any such inspections.

Supervision of Child Development Centers
- No official of a Government or Non-Government Institution or Organization shall not conduct an internal inquiry without the prior permission of the Commissioner, expect in the case of general security of the Center.
32. Determining of resident Children in a Child Development Center in operation and installing them have to be done only with the approval of the Commissioner.
 - (1) According to a report received under Clause - 29, if the children resident in a Child Development Center come under the category of deserted helpless and children subjected to abuse, they shall be kept in the Center for three years maximum from the date of their admission, having informed the Commissioner in advance. Nevertheless the Commissioner shall extended the above period as necessity demands.
 - (2) Based on the report under clause - 29, ft. the commissioner concludes that the children, in his opinion, do not come under the category of deserted helpless orphaned or

children subjected to abuse, the Commissioner shall order the Manager or install them as specified by him within three months from the date of such order.

(3) The Manager shall take the actions to implement establishment committee decisions.

Provision of
information and
reports

32. The Manager shall take steps to provide information and report correctly within the requested time when the Commissioner or the Probation Officer in charge or the Probation Officer in charge of supervision makes a writing request any reports or information.

Final Notice

33. The Manager, the Board of Control or the working staff of a Child Development Center fails to discharge specified under the Clause 27 and 31, the Commissioner shall send the Manager a final notice in writing under registered post specifying the last date to finalize the unfinished work. If the Manager is unable to comply with the above notice he shall submit his explanation in writing to the Commissioner with reasons for his inability comply with the notice.

Inquiry to be held
by the
Commissioner

34. Upon receipt of the Manager's explanation the Commissioner shall appoint two Probation Officers to hold an inquiry into the matter, and thereafter he shall take one of the following lines of action

(1) Ordering the Manager Board of Control and or the staff members to take necessary action as appropriate issued under Clause 27 and 31 within the period ordered under clause 32.

(2) Ordering the Manager to comply with the instruction and stipulations issued under Clause - 27 subjected to revision made thereto.

or else

(3) To notify that complying with instructions, or fulfilling of stipulations or furnishing of reports and information mentioned under Clause 27 by the Commissioner, or by the Probation Officer in charge or by the Probation Officer in Charge of supervision or provision of information and reports as ordered under Clause 31 shall not be necessary.

(4) The Commissioner shall convey his decision to the Manager in writing within 30 days from the date of receipt of a clarification under Clause - 32, Such decision shall have to be conveyed under registered post with a copy to the Probation Officer.

Commissioner's
decision in final

35. The decision made by the Commissioner under Clause - 34 shall be final

Appointing an
Appropriate
Authority

36. The Commissioner shall have the power to render the Manager and the Board Control of a Child Development Center powerless and appoint an Appropriate Authority and entrust him the task of running the Center, in the event of the Manager, the Board of control and the working staff of a Child Development Center fails to comply with the instructions and carry out the orders specified in clause - 27 before the final date given in clause - 32, or defaulting submission of reports and furnishing information under clause - 31 or evading actions to be taken under clause - 32, or not complying with the decision arrived at under the provision in clause - 33.

(1) The Commissioner shall take step to appoint a staff officer of the Provincial Government Service as Appropriate Authority after he render any Child Development Center powerless.

- | | |
|--|---|
| <p>37. Subsequent to the appointing of an Appropriate Authority by the Commissioner under the provisions of clause - 36</p> <p>(1) The manager of the Board of Control or the working staff shall not participate or have a hand in any activity of the Child Development Center.</p> <p>(2) The Manager or a member of the Board of Control or anyone in the working staff shall not enter the Child Development Center premises or a building thereof without the written permission of the Commissioner.</p> | <p>The Manager or the Board of Control not to intervene in the activities of the Child Development Center</p> |
| <p>38. The Commissioner shall notify the Manager in writing immediately after the appoints an Appropriate Authority under Clause - 36, making him aware of it. On receipt of such notification the Manager or the Board of Control, the person who has the power of authority, or the owner or the working staff shall take steps to hand over all documents, movable and immovable property and cash including the Bank Account to the Appropriate Authority in writing along with the possession of the Child Development Center.</p> | <p>Handling over of Assets</p> |
| <p>39. The Commissioner shall appoint a new Manager and new Board of Control in lieu of the Manager and the Board of Control that has been rendered powerless, within three months from the date of appointing the Appropriate Authority.</p> <p>(1) The Commissioner shall invite the writing all the members of the organization who were responsible for running the former Child Development Center, to a meeting in order to appoint a new Board of Control and a new Manager. They shall be appointed by secret ballot.</p> <p>(2) The Ex-Manager and the Board of Control shall not be considered for re-appointment when appointing the new Manager and the new Board of Control. They shall be considered for office only after three years from the date of new appointment.</p> <p>(3) The Appropriate Authority shall hand over all documents, movable and immovable property and the possession of the Center to the Manager newly appointed under subsection - (1) above, within seven days from the date of his appointment, Besides he shall have the authority to conduct the Center from the day he takes over the institution.</p> <p>(4) In the event, the Commissioner does not get the opportunity to act according to subsection - 01 above during the period specified, the Appropriate Authority shall have the power to carry on with the work of the Center beyond three months while the Commissioner shall retain the power of placement of children in the Center.</p> | <p>Appointing a new Board of Control</p> |

PART IV

Provincial Child Protection Center for Receiving Children

- | | |
|--|---|
| <p>40. The Provincial Council shall have a Child Development Center to receive abused, deserted, helpless and orphaned children below six years of age and it shall come under the administration of the Provincial Commissioner of Probation and Child Care Service.</p> | <p>Provincial Council shall have Child Development Centers</p> |
| <p>41. When a person comes to know that a child below six years of age has been deserted or orphaned, he shall bring this matter to the notice of the Officer in Charge of the area or to any other police officer, or to the Grama Niladhari of the Division or to an officer in the Probation and Child Care Service Department, or thereafter the child shall have to be admitted to a hospital by some authorized officer.</p> | <p>Informing about orphaned children and admitting them to hospital</p> |

To admit to a
Child
Development
Center

- 42 (1) A child that has been admitted to a hospital, after been treated, the medical officer in Charge of the hospital or by any other officer authorized by him shall take steps to admit the child to Provincial Child Development Center having obtained the approval of the Commissioner. It is the responsibility of the Provincial Commissioner to ensure that the child has been given a formal acceptance at the receiving center.
- (2) in the event of such child is found or be abused and needs a Court Order the Police have to be informed of the situation by the Medical Officer in charge of the hospital, or by any other officer authorized by him.

Registration of
birth and
submission of
examination
reports

- 43 (1) The registration of birth of very child born in hospital who becomes deserted or orphaned, the preliminary action to register its birth shall have to be taken by the hospital, prior to discharging the child in case the child is admitted to a Child Development Receiving Center, It is the duty of the Commissioner to ascertain whether its birth is registered or not. If the registration of birth has not been done the Commissioner shall have to take action to get its birth registered.
- (2) In the event, the child has been deserted in some place other than is a hospital, and ascertains that the child does not possess a certificate of birth or apparently there is now way of finding out its birth certificate, ti shall be the responsibility of the Commissioner to take action forthwith to provide the child with a Birth Certificate.

44. The Probation Officer in charge , or any other Probation Officer of Authorized by the Commissioner shall submit a detailed report in respect of every child admitted to the Provincial Child Development Center meant for receiving children. Besides, this detailed report shall have to be made available to the Commissioner within 30 days from the date of admission of the child.

Installing
Activities

45. Placement activities of children admitted to the Provincial Child Development Center shall be done by the Commissioner in accordance with the recommendation of the Committee for placement.

Presence of a
Working Staff of
the Provincial
Child
Development
Center

46. The composition of the working staff of the Provincial Child Development Center established under the Clause - 40 shall be a follows :
- (1) Matron in Charge of the Center ;
 - (2) Assistant Matron ;
 - (3) Mother in Charge ;
 - (4) Pre School Teacher ;
 - (5) Cook
 - (6) Driver ;
 - (7) Labourer
 - (8) Sanitary Labourer.

The Commissioner shall have the power to make changes in the working staff as a when necessary, subject to prior approval of the Secretary to the relevant Ministry.

PART V

47

Offence and Punishment

Not to abuse or
abduct

- (1) Abusing or abducting a child resident in a Child Development Center by the Manager of by any member of the Board of Control or of the working staff, and aiding and abetting or providing opportunity to any other person to commit such an act shall be guilty of an offences punishable by law.
 - (2) Any child who comes within the jurisdiction of the Commissioner, under this Charter, shall not be used for commercial advertisement by anyone with a commercial motive except with the prior written approval of the Commissioner and the consent of the parents or guardians of the child.
48. Any member of the Board of Control or the working staff of a Child Development Center evades furnishing reports or information specified under this Charter, before or after the registration of the Center, shall be considered to have committed an offence.
- Offences and
punishment
- (1) A person who deliberately includes false information in any report or statements furnished by him, or violates any order, regulation or stipulation specified in this Charter or enacted under this Charter shall be considered to have committed an offence.
 - (2) In case, no punishment is specified for a particular offence under this Charter a person who commits such offences shall be produced before a Magistrate and after a summary trial is found guilty, he shall be liable to a fine not exceeding Rs. 1,00,000 or to imprisonment for a term not less than two years and not exceeding five years or both fine and imprisonment.
 - (3) A person or a group of people or any organization functioning a Child Development Center without a Certificate of Registration shall be considered to have committed an offence under this Charter, such offenders shall be prosecuted in a Magistrate Court, and if they found guilty each person shall be liable to a fine not exceeding (Rs. 5,000) rupees five thousand or to imprisonment for a term not exceeding six months or to both such fine and imprisonment.
 - (4) In the event, an offence has been committed under this Charter by Board of individuals.
 - (a) if the Board is a Corporation, every Director and every Officer of the Board ;
 - (b) if the Board is a business enterprises, every partner in it ;
 - (c) if the Board is Board of Control operating a Child Development Center, every member of the Board.

Shall be guilty of such offence, Nevertheless, if the Director and the officials i such corporation, or the parties in such business enterprises, or members of the such Board of Control are able to prove beyond all doubt that the offenses in question has been committed without their knowledge, or that they genuinely have taken all steps to prevents such offences being committed, they shall not be considered guilty of such offence.

- (5) A member of Child Development Center, or a member of its Board Control, or a member of its Board of Control, or a member of its working staff who is found guilty of an offence by a Court of Law shall not be eligible to hold any position in a Child Development Center in future.

PART VI

Finding Financial Provision and Auditing

- | | | |
|--------------------|-----|--|
| Provision of funds | 49 | (1) Financial provision needed for the institutions established under this Charter shall be provided under the Annual Financial Statement of the Provincial Council and by the estimates and aids and grants received. |
| | (2) | Provisions of the Provincial Council Act No. 42 of 1987 shall be applicable to auditing of activities relevant to this Charter. |

PART VII

Composition of the Probation and Child Care Service Department and its powers.

- | | | |
|---|-----|--|
| Working staff | 50. | A sufficient number of Probation Officers and working staff have to be there to assist the Commissioner in his duties. |
| Delegation of powers | 51. | The Commissioner shall delegate his powers to Probation Officer to accomplish the tasks under this Charter. |
| Payment of Maintenance | 52. | (1) Child who is in the custody of a registered Provincial Child Development Center shall be paid a calculated maintenance grant, but the child shall not be entitled to this grant until the lapse of twelve months from the date of registration of the Center. |
| | (2) | The respective Provincial Minister shall have the power to revise this Maintenance Grant from time to time. |
| Payment of proper financial assistance | 53. | Payment of fit and proper financial assistance shall be paid to the Child Development Center registered under this Charter for the purpose of constructing buildings and procuring equipment required by them. |
| Submission of Annual Statement of Account | 54. | At an annual general meeting of an organization or a semi-government institution or a government institution, the Manager who shall be annually appointed by a majority of votes, shall have to prepare an annual financial statement in respect of his Child Development Center. This statement shall have to be submitted to the Commissioner on or before 31st January of the following year. |
| Making regulations | 55. | The respective Provincial Minister shall have the power to make regulation relevant to this Charter, He is also empowered to make regulations under this Charter on matters that come under the objective of the Charter including matters mentioned below : |
| | (1) | Deciding standards for Child Development Center ; |
| | (2) | Maintaining of accounts in respect of centers and resident children by Child Development Center. |
| | 56. | Regulation made by the respective Provincial Minister shall be gazetted and shall have to be submitted to the Provincial Council at the earliest. |

57. The Provincial Council shall approve, revise or rescind such regulations and a notification in respect of them shall have to be gazetted.
58. When approving, revising or rescinding any regulation made by the respective Provincial Minister, such regulation shall have to be considered as rescinded without prejudice to any course of action hitherto taken under them.
59. In this charter, unless the context otherwise requires :

Interpretations

“Provincial Council” means Uva Province Provincial Council.

“Governor” means the Governor of Uva Province

“Minister” means the Minister in Charge of Probation and Child Care Services of the Uva Province Provincial Council

“Secretary” Means the Secretary to the Minister in Charge of Probation and Child Care Service of the Uva Province Provincial Council.

“Commissioner” means the Commissioner of Child Care and Probation Service of the Uva Province.

“Probation Officer” means an officer appointed under Clause 117 of the Offenders taken into custody on Probation Act, No. 42 of 1944.

“Appointed Authority” means a Staff Officer in the Uva Province Provincial Government Service appointed by the Provincial Commissioner of Probation and Child Care Services.

“Provincial Child Development Center for Receiving Children” means an institution run by the Provincial Probation and Child Care Service meant for taking care of children who are deserted, helpless, orphaned and abused, resident in Center.

“Child Development Center” means all types of registered Government, Semi-Government, Non-Government Institutions including Development Centers and Houses run by voluntary associations registered with the government meant for receiving children who are abused, deserted, helpless and orphaned including pregnant children and child-mothers referred to by the Courts and providing them with care and safety and keeping them in safe custody.

“Voluntary Organization” means a voluntary institution registered under Voluntary Social Services Organization Act, No. 31 of 1980 (Registration and Supervision) and Voluntary Social Services Organization Act, No. 08 of 1998 (Registration and Supervision) (Revised) relevant to it.

“Orphaned” means a child or legally married parents who are dead, or of child whose parents are not legally married and whose mother is dead.

“Deserted” means a child deserted by legally married parents or a child whose parents are not married and deserted by his mother.

“Helpless” means a child whose father and mother is dead who is deserted by one of the parents and the other is unable to function as parent and needs care and safety. whose parents are receiving public assistance from the Government or from Local Government

Institution ; one parent of whom is permanently ill and the other has no fixed income ; one parent of whom is in prison and other has fixed income, one of the parent of whom is mental patient and the other has court order and having no fixed income.

Whose parents are separated by some other way and either mother of father is in custody of the children and both parents do not have any fixed income.

“Abuse” (1) means (a) any provision made under Clause 285 (a), 288, 288(a), 308(a), 360(b), 363, 364(a) and 365(b) of the Penal Code.

(b) Any provision made under employing of children and Young Women Act.

(c) Any provision made under children and Youth Act.

(d) Any order made in connection with compulsory education under the provisions of the Education Act.

“Abducting” means the meaning give Penal Code (Chapter 15)

“Placement” means to hand over a child, resident, in Child Development Provincial Center in a Child Development Provincial Center, to his/her parents, or guardians, or relation, or to absorb the child into society by some other way as appropriate to his/her well being.

“Placement Committee” means a meeting held with the participation of the Manager, Chief Administrator parents and guardians of the children, Probation Officer in charge, Probation Officer in charge of the Supervision of Centers and the Commissioner or an officer of his staff authorized by him, It it is a Child Development Provincial Center meant for receiving children, the meeting shall be held with the participation of the Matron, Provincial Commissioner, Probation Officer, Parents and Guardians Probation Officer attached to the center and of officer authorized by the Commissioner.

“Manager” means the owner of the Center or Controller or other person who is charge in administration of the Child Development Center.

Sinhala text shall
prevails

60. In the event of any inconsistency between the Sinhala and Tamil texts of this Charter, the Sinhala text shall prevails.

FIRST SCHEDULE

Application for Registration of Child Development Center

Requesting the permission to establish a Child Development Center atDistrict
.....under the provisions of the Department of Probation and Child Care Services ofProvince.

I. Name of the proposed Child Development Center :-

II. Address and Telephone Number :-

III. Name of the Voluntary Organization which is expected to establish and conduct the Child Development Center
.....

IV. Registration information in the Department of Social Service or in an accepted organization (Please attach a photo copy of Registration Certificate)
.....

V. Objective of the Voluntary Organization
.....

(Please attach a copy of the constitution)

VI. Organizational Structure
Board of Offices

	<i>Name and Address</i>	<i>Telephone Number</i>
Hon. President
Hon Secretary
Hon. Treasurer
Advisor

VII. Assets of the Voluntary Organization

	<i>Braches of Financial Banks</i>	<i>Account Number</i>	<i>Present Level of Assets</i>
1
2
3

Other Assets

(Please provide the details on vehicles, lands, buildings, business and

.....
.....
.....

VIII. Name and the amount of funds received to the Voluntary Organization from the foreign donors

Institution

Amounts of funds given annually

.....
.....
.....

IX. Who maintain the accounts of the Voluntary Organization

.....
.....

2.

I. Details of the Board of Management who wish to maintain the Child Development Center

Name and Position

Age

Address

Telephone Number

.....
.....
.....
.....
.....
.....

II. Suitability of the Manager expected to appoint to maintain the Child Development Center.

(a) Name:-.....

(b) Date of Birth:-.....

(c) Educational and Professional Qualifications :-.....

.....
.....

(d) Working Experience :-.....

.....
.....

III. Who maintains the accounts of the proposed Child Development Center ?

.....

3.

I. How you wish to provide the protection for the Child Development Center ?

(a) Whether it is male Child/Female child or mixed :.....

(b) Age limit of children :.....

(c) Expected amount of children :.....

II. Amount of servants which is expected to use when maintaining the home :.....
(Detailis on using them for each and every services)

Name	Position	Age	Education/Professional Qualification	Experiiece
.....
.....
.....
.....
.....

4. It is expected to construct/finished constructing a building for the proposed Child Development Center, indicated whether the land used for it is owned by the organization. (It is owned by the organization please attach a certified copy of the deed and details)

.....
.....
.....

II. Details on the space, rooms including other halls of the proposed Child Development Center
(Attach a ground plan of the building)

	Length	Width
(a) Bedroom		
(b) The hall suitable for educational activities		
(c) The hall suitable for resting		

(d) Visitor meeting hall		
(e) Office		
(f) The room allocated for the patients		
(g) The room allocated for		
(h) Kitchen		
(i) Resident rooms for servants		
(j) Store room		
(k) Bathroom		
(l) Number of toilets		
(m) Space for supplied		
(n) Space for outdoor games		
(o) Method of in-taking required water for the Child Development Center		
(p) Is there main electricity		

I. The details of the schools where it is expected to provide the formal education for the Child Development Centers.

Name of the School	Distance to the Children's Home

II. Education facilities which is expected to provide within the Child Development Center

.....
.....
.....

5.

I. How the health facilities are expected to be provided for the residents in the Child Development Center ? indicated the distance to the nearest hospital

.....
.....
.....

- II. Nature of the surrounding communities and the nature of the environment, where the Child Development Center is expected to start, Whether it is urban/semi-urban or rural ?

.....
.....
.....

- III. Distance to the nearest Child Development Center/whether it is male/female children's home ?

.....
.....
.....

- IV. Facilities for religious activities

.....
.....
.....

6. Expected methodologies to re-socialization/re-habilitation of the children who enter to this Child Development Center (After children are sent to the Child Development Center, it is not expected to keep in there for long term and, they should be re-habilitated and handed over to their parents/guardians as soon as possible)

.....
.....
.....

Also, I hereby certify that I shall obey the advises and provisions issued and issuing time to time by the Commissioner of Probation and Child Care Service of Province, and the Registrar of Orphanage Registration according to the Orders of Orphanage Act on Para 369 Volume XIV of 1980 amended manual of Sri Lanka Statutory Enactment, Further, I certify that the information furnished by me in this application is true and correct to the best of my knowledge

.....
Hon. President
Date

.....
Hon. Secretary
Date

.....
Hon. Treasurer
Date

SECOND SCHEDULE

Registration of Voluntary Child Development Center under the Department of Probation and Child Protection Service of

1. Name of the Child Development Center ;
2. Address of the Child Development Center ;
3. New Registration Number and Date ;
4. Approved Amount of Children - Female/Male ;
5. Number and the Date of Previous Registration ;
6. Name of the Voluntary Organization which conducts the Child Development Center.

I,do hereby register the above Child Development Center unde a new number and a date, invalidating its prior registration, and I certify that this Certificate of Registration is visual in accordance with all directives and provisons made from time to time by me.

Registrar of Voluntary Child Development Center and the
Provincial Commissioner of Probation and Child Care Service.

Date :

THIRD SCHEDULE

Setting up of common standards for the upliftment of the service condition of Voluntary Homes for Children

1. Standards for the space in building and surrounding

- 1.1 There should be at least 38 squares feet space for sleeping for each child including a mosquito net. According to the requirement there should be an electrical bed lamp.
- 1.2 Instead of sleeping spaces there should be enough space in the buildings maximally suit to the number of children to meet visitors, bath, eat, study and rest. There should be chairs and tables to use at the time of studying, Each and every place should be well cleaned. If required germicides, should be used to clean.
- 1.3 The square feet amount of doors and windows for a Child Development Center should be 1/7 of the total area of the building to enter sunlight and air.
- 1.4 Separate space should be there for the servants. Other than that the room of Matron/Mother/Father should be closed to the hostel/room of children for the easiness of taking care of them in night.
- 1.5 The building should be kept in clean and beautiful. The surrounding of the Child Developments Center should be maintained in a useful and attractive manner.
- 1.6 There should enough provisions to supply water, Also, wash basins should be fixed considering the heights of the children to facilitate face washing for children in Child Development Center.
- 1.7 If water is provided by a well, that should be protected by covering from a net and a surrounding wall.
- 1.8 There should be bathing facilities with enough protection and security for the children and servants. Other than that bathrooms and toilets should be there separately.
- 1.9 There should be a toilet for every 08 residents and the provisions should be taken to clean the toilets and drains frequently using germicides.
- 1.10 Light in the night should be provided to satisfy the requirements of the whole Child Development Center. Light taking by using fuel lamps should only be done in a situation whether the electricity is not present and such lamps should be in protective manner if kerosene oil or some other fuel is used.
- 1.11 Electric wire and cables should be covered protectively
- 1.12 All inflammable materials should be kept and protectively stored away from the children when they cannot access.

2. The Standards on Food and Drink

- 2.1 Balanced, and nutritious diet should be provided for the residents and they should be in precise quantities.
- 2.2 Diet notes should be prepared according to the each and every age category.
- 2.3 A register including the type of the food and the quantity provided daily should be maintained.
- 2.4 The vegetables required for 3 days and rice, coconut, sugar, wheat flour and condiments required for week should be always stored.
- 2.5 An extra diet should be prepared and given for the schooling children to eat at the school. If not separately all the students should be provided with enough amount of money to obtain an extra diet.

3. The Standards on Garments for Children

- 3.1 Each and every child should be provided with a bed cover set, a sheet, a towel, toothbrushes, toothpaste in enough quantities. Also each and every girl should be provided with sanitary towels according to the requirement.
- 3.2 Each and every child should be provided minimally with two set of clothes to wear at home, three school uniforms if schooling and a dress to wear in special occasions.
- 3.3 Three sets of under wears should be provided minimally for every male and females child
- 3.4 All the sheets, towels, bed covers and the clothes of children provided for children should be cleaned using germicides and there should be a suitable way to remove the used sanitary towels

4. Standards on Equipment

(a) Furniture

- 4.1 A separate cupboard should be provided for every child higher than six years to keep their clothes, books and private equipment.
- 4.2 Common cupboards should be there for the children less than six years to keep the clothes and other equipment.
- 4.3 Chairs and tables should be there in enough quantities for residents to use when eating and or in reading hall. Minimally there should be one table for every 8 children and enough amount of chairs for them.
- 4.4 There should be a separate cup, plate and a spoon if required for eating for every child.
- 4.5 Facilities should be provided to wash the plates and cups for the children by providing easy access to that.
- 4.6 According to the requirement there should be separate milk bottles and teats for the infants.

(b) Kitchen

- 4.7 Common goods and kitchen items should be there in enough quantities for all residents and officers.
- 4.8 Firewood, gas and electricity can be used for kitchen activities and, there should be separate places according to the way of using them.

(c) Education Equipment

- 4.9 Books and equipments ordered by the schools for the children should be provided for them.
- 4.10 There should be library facilities for the children to read in their leisure time.
- 4.11 All the provisions should be taken to provide a daily newspaper/newspaper and weekly newspaper for children
- 4.12 Equipment required for entertainment should be provided for the children in enough quantities.

D) *Equipment to spend their leisure time productively according to their inherent skills*

4.13 To provide aforesaid facilities following equipment should be provided

- I. A radio ;
- II. A colour television (24) ;
- III. Musical instruments ;
- IV. Block puzzles, building blocks and playing equipment for children less than 5 years ;
- V. Chess Boards, Checkerboards, Carom Boards, Rubber Ball and such kind of equipment should be provided according to the preference of the children to spend their leisure time.

(E) *Sport facilities*

- 4.14 There should be a play ground for outdoor games for the children in each Child Development Center.
- 4.15 If there is no owned playground for the Child Development Center, provisions should be prepared to use a common playground or a school play ground.
- 4.16 Outdoor sports equipment should be taken in enough amounts for the Child Development Center.
- 4.17 Indoor Sports equipment should be taken in enough amounts for the Child Development Center.
- 4.18 All the facilities should be provided for the children to study sports, dancing, music, including in corporation with religious organizations and children's societies

5. **Standards on the Management of the Child Development Center**

A. *Board of Management of Child Development Center*

- 5.1 According to the requirement of the Management Board Meetings, Mother/Father (Matron he/she) should be called compulsory
- 5.2 After appointing the Management Board, a report on that appointment should be sent to the Provincial Commissioner with a copy to Probation Office.
- 5.3 Before taking a decision by the Management Board, which affect for the life of the child in relation to the children resident in the Center, they should discuss it wit the Placement Committee/Probation Officer in Charge of the Center/Child Right Promotion Officer or Provincial Commissioner.
- 5.4 The Management Board should gather at least once a month and, minimally they should gather in the Child Development Center premises once in three months.
- 5.5 Suitable procedure should be prepared to send the child to its family in the school vacation and in a special occasion of festival of the family.
- 5.6 At the time of a child entered to the Child Development Center, all the provisions should be taken to keep the best relationship with the family of the child.
- 5.7 All the required steps should be taken to improve the services supplied to the children in the Child Development Center, also to improve the physical, social and mental well being of the children and to provide the protection.

5.8 All the provisions should be made to socialize the children without being late who exceed the age limits.

5.9 The staff of the Child Development Center should be made aware on the procedures an the functioning of the Center and children resident in the Center.

5.10 Necessary steps should be taken to effect payment of salary to the working staff of the Child Development Center including the Matron (he/she) adhering to the recommendation made by the Salaries and Wages board.

5.11 Following services should be rendered so as to bring the safety, care and the well-being of the children resident in the Child Development Center.

- I. Looking into the requirement of food and drinks of the resident children of the Child Development Center.
- II. Evolving well-organized plans for obtaining funds for the maintenance of the Center and for management of the children and their placement.
- III. Making necessary provisions to furnish reports in a regular manner that should be submitted to the Department maintaining the Child Development Center in accordance with the instructions and stipulations issued under circulars and revisions made thereto off and on in regard to the running of the Child Development Center.
- IV. The Manager of the Center should made arrangements to submit to the Department s Statement of Accounts certified by a competent account prior to expending the appropriate financial and maintenance aid provided by the Department.

5.12 The following registers shall have to be maintained in the Child Development Center.

- I. Register of Admission ;
- II. Register of Daily Attendance ;
- III. Books of Accounts ;
- IV. Log Books (for Department Officials) ;
- V. Register for Visitors ;
- VI. Inventory Book ;
- VII. Register of Food Stuff ;
- VIII. Personal Files in respect of each Child Resident in the Center ;
- IX. Common File in respect of Medicine Facilities of Children ;
- X. Register of Foreign Financial Aid received ;
- XI. Stock Book

5.13 Every article and equipment issued by the Department shall have to be inventoried and they should be subjected annual verification.

B. There should be a Mother/Father (Chief Matron), who has undergone a formal training on looking after children, for every Child Development Center.

She/He should be a possesses the following qualification

- I. Should have sat at least the GCE (A/L) Examination (This is not applicable to those who are already in service)
- II. Should be within the age limit of 30-60 years.

- III. Should possess good conduct and an exemplary moral character ;
- IV. Should be mentally and physically healthy ;
- V. Should be of pleasant disposition and a good personality with an aptitude to take care of children ;
- VI. Should not have been accused of any child abuse.

- 5.14 The Assistant Matrons (Male/Female) who are recruited to the working staff should have passed GCE (O/L) Examination with a minimum of five subjects, in addition, they should have fulfilled the other qualification mentioned under item (ii) and (vi) above.
- 5.15 The Chief Custodian Mother/Father (Matron/She or he) and other assistants should participate in the Department Training Courses held off and on.
- 5.16 The Chief Custodian Mother/Father (Matron/she or he) should reside in the center itself
- 5.17 The Chief Custodian Mother/Father (Matron/she or he) as well as the other assistants should participate in the training course held by the Department off and on, if they have not received any training whatsoever earlier.

C. *Standard of Health Service and Safety*

- 5.18 Necessary arrangements should be made, after having discussed with a Medical Officer of the Department of Health or with a Private Medical Officer, and make them to visit the Child Development Center and take care of the medical requirements of the children, or to take the children to their center for necessary treatments.
- 5.19 To implement immunization programs for the children resident in the Child Development Center.
- 5.20 A Medical Certificate should be obtained in respect of every child who is admitted to a Child Development Center, and he/she should be subjected to a Medial Examination and record the result of the examination in the child's personal file. Provisions should be made to record, the height, weight and the distinguishing marks of the child in the personal life, as well
- 5.21 According to the Medical Report, the children found to be under nourished should have been sent to the Nutrition Centers having obtained the approval of the Provincial Commissioner.
- 5.22 The children who do not have Certificated of Birth should be shown to the Medical Officer of the purpose of obtaining hypothetical Birth Certificate for them.
- 5.23 Every child's hair should be examined, and if found infested with lice, immediate remedial action should be taken.
- 5.24 If the children's hair needs cutting and cleaning, action should be taken to cut and clean their hair.
- 5.25 Every Child Development Center should possess a First-aid Box with should be easily accessible to anyone of the working staff, and it should contain only the medicine recommended by a Medical Officer.
- 5.26 When a resident child contracts infection or, a fatal disease the child should quarantined, and there should be a sick room in the Center set apart for the purpose.
- 5.27 Whenever a child in the Center contracts an infection disease, steps should be taken to protect the other children against the disease having taken all preventive health care measures.

D) *Standard of Education Service*

- 5.28 Action should have been taken to send all the children over 6 years of age to a recognized school. The children who are not in a condition to be sent to a school, provisions should be made to provide there with their education within the premises itself by a trained teacher.
- 5.29 The Child Development Center should review the progress of the Child's educational activities with the school
- Arrangements should have been made to send all the children who are under the age of 6 years and over the age of 3 years to a pre-school nearby or to conduct Pre-school classes for such children in the Center itself.
- 5.30 Time period should be set apart in the timetable of the Child Development Center, for children to play about and do their studies daily.
- 5.31 Arrangement should have been made to provide the children with some sort of Vocational Training.
- 5.32 Arrangement should have been made to provide some sort of Vocational Training, specially for children over fourteen, who are unable to reap the best harvest from their school education, and for those who are eager or really skilled in this field.
- Steps should be taken to send the children to Child Development Center which three are Special Vocational Training Center started with the help of the Government, after having obtained the Commissioner's instructions. Or else the children should be provided with the opportunity to follow the Vocational Training Courses conducted by the Government.

(E) *Special Services relating to the Growth of Children.*

- 5.33 The records should be up-dated at least once in a month in the subject files maintained in respect each child.
- 5.34 The following details should be recorded the subject file of each child
- I. The Child's Birth Certificate of his Hypothetical Birth Certificate ;
 - II. Medical Reports/Immunization Dates/Special Medical Treatment ;
 - III. School Certificate ;
 - IV. Notes of Samurdhi benefits received ;
 - V. Height, Weight and Growth of the child ;
 - VI. Notes of Physical/Mental and Spiritual Observations and Progress of the child ;
 - VII. Visits by Parents or Guardians.
 - VIII. Notes of action taken on the conduct of the child after having discussed it with the Probation Officer ;
 - IX. Notes of special decisions of the Placement Committee.

6. **Placement**

6.1 The following actions shall be taken for placement of children

- I. Whenever there are parents and guardians or parents or guardians can be traced every child should be handed over to them
- II. To detain the child with same suitable person when the parents or guardian are unable to take care of the child although he has parents or guardians.

- III. To take action to hand over the suitable children who are rendered orphaned, or deserted for legal adoption with the proper consent of the parents and guardians.
- IV. To take action to hand over the suitable children to foster parents so as to bring about short-term or long-term welfare, or to make provisions to identify foster parents and facilitate them to visit the child at the Child Development Center.
- V. To choose foster parents for the children who would provide assistance in such a way to bring about the welfare of the child.
- VI. Finding employment or providing necessary facilities for securing employment
- VII. Providing some sort of Vocational Training that would make it easy for finding employment.
- VIII. Providing financial assistance and guidance for children who are willing to engage in self-employment activities.
- IX. Give the children in marriage in fit and proper way
- X. To take other alternative course of action as appropriate.

6.2. Placement Committee

A Placement Committee comprising following persons shall have to summon a meeting and reach a decision in order to obtain the approval of the Provincial Commissioner with the instruction of the relevant Probation Officer before transferring children housed in a Child Development Center, with or without the approval of the Department of the Probation and Child Care Uva, to another Center or removing them from the Child Development Center, or extending the validity of their resident period.

- I. The Commissioner of Local Government/Probation Officer in Charge of the Center.
- II. A Representative of the Voluntary Organization ;
- III. Mother/Father in Charge of the Center ;
- IV. A Representative of Board of Management ;
- V. Parent Guardian/Representative.

6.3 No outside should be allowed to participate at he Placement Meeting.

6.4 The Placement Committee should decide three months in advance to transfer a child to another Child Development Center, or to remove a child from the Child Development Center, or to hand over a child to parents/guardians or to extend the validity of the resident period.

6.5 The Placement Committee mentioned above should meet at least once in three month.

7. General Matters

- 7.1 A suitable environment and a methodology should be created in every Child Development Center enabling the children to engage in their religious activities.
- 7.2 Mother/Father custodian or the Manager should not act against a child's religious convictions.
- 7.3 After having discussed with the Probation Officer in Charge of Supervision, during every school vacation, necessary facilities should be provided to a child, if there is no special hindrance, to visit his/her home or a house of a relation, in such situation no child should be detained in the Child Development Center.
- 7.4 If resident children show desire to join Boys Scout Groups or Sports Teams, action should be taken to get them enrolled to such groups or teams.
- 7.5 Arrangement should be made to tkane the resident children on educational tours, picnics and pilgrimage once in two or three months.

- 7.6 Work programs should be evolved and implemented to improve the relationship between the children and their parents/guardians.
- 7.7 Letters written by the children or letters received by them or telephone calls taken, or diaries maintained by them should not be supervised by the working staff or by anyone else unless there is very special reason for it. If such a supervision is done, a note should be made in the subject file and the action taken thereto should be approved and justified by at least two members of the staff and a note should be made in the file to that effect.
- 7.8 Members of the Advisory Committee appointed by the respective Minister of Child Development from time to time should be allowed to inspect the activities of the Child Development Center as and when necessary.
- 7.9 All monies and articles received by the Child Development Center from locals and foreign should be properly accounted for in the Accounts Books and Stock Books.
- 7.10 On all transactions expected to be done with the foreign institution by the Child Development Center the approval of the Provincial Commissioner should be obtained through the Probation Officer in Charge of Supervision, while reporting about the current relationship, the Child Development Center has with such institutions.
- 7.11 Arrangements should be made to group resident children into different houses (such as Manel House, Tissa House) taking into consideration their age limits.
- 7.12 According to the instruction of the Probation Officer in Charge of Supervision the steps taken in regard to the children who are beyond control should be noted in writing and filed of record.
- 7.13 The following actions must not be taken against children who go out of control
 - I. Corporal punishment ;
 - II. Punishment that could bring about mental agony.

8. **Child Participation**

- 8.1 A course of action should have been evolved to inform the Probation Officer the Board of Control and Mother/Father of the House, whenever the children are faced with a problem.
- 8.2 Provisions should have been made to take action to consider the children's opinion in regard to welfare matters directly affecting their day today life, and take action in accordance with their views

9. **Marketing Arrangement for Child's Future Well-being**

- 9.1 A written plan (work plan) should be evolved to socialized the child and reckon his/her growth within 30 days after his/her admission to the Child Development Center.
- 9.2 The above plan should includes the following matters.
 - I. Probe into the child's history and identify his needs ;
 - II. Objectives expected to realize in respect of the child ;
 - III. Course of action that should be adopted to achieve such objectives ;
 - IV. Education plan relating to the child ;
 - V. Action regarding relationship to be built up with the parents or guardians, improving them and maintaining them.;

- VI. Any special services that ought to be rendered to the child.
 - VII. Work program evolved to socialize the child as mentioned below :
 - Place where the child should reside ;
 - Who provide safety to the child
 - Avoiding of child's re-admission to the Child Development Center
 - How the child is going to be maintained.
- 9.3 The understanding people should be made to take part in making the plan in connection the child.
- I. Parents or guardians' of the child ;
 - II. The Child ;
 - III. Matron (he/she) of the Child Development Center ;
 - IV. Probation Officer in Charge of Supervision.
- 9.4 The plan evolved in correction with the child should be received within an appropriate and made necessary revisions thereto.
- 9.5 Steps should be necessarily taken to send the child back to his/her family, or guardian relation before the expiry of the period of time (maximum three years) for which period child has been admitted to the Center.

05 - 623