



REPUBLIC OF GHANA

ANNEX A: INSPECTION CHECKLIST ON NATIONAL STANDARDS FOR RESIDENTIAL HOMES

A. IDENTIFYING INFORMATION

	New Licence/Closure	Licence Renewal/Closure

B. INSPECTION CHECKLIST

Scoring:

- Tick appropriate box to indicate:

Full compliance	2
Partial compliance	1
No compliance	0
Not applicable	NA

- Criteria shaded in grey indicate **critical** criteria and the RHC must comply fully with all these provisions before licensing/renewal can be considered.

1. CARING FOR CHILDREN IN THE RHC

Standard/Evidence	Evidence Source	Score	Remarks
Standard 1: RHC caregivers			
1) Number of children in the RHC does not exceed the DSW approved number.	RHC Children Register AND Head-count of children		
2) The ratio of caregiver to children of different age groups/abilities meets the requirements. ³	RHC Children and Staff Register Observations		

- ³ The required ratio of caregiver to children is as follows:
- One caregiver for five children from birth to three years;
 - One caregiver for eight children over three years of age;
 - One caregiver for ten children from six years to eleven years;
 - One caregiver for five children over eleven years to eighteen years;
 - One caregiver for not more than two children with severe disabilities.

Standard/Evidence	Evidence Source	Score	Remarks
Standard 2: Child Safeguarding and Protection			
1) Written Child Safeguarding Policy including the Code of Conduct and complaints procedure. Signed copies of the Code of Conduct are on staff and volunteer files.	Review of RHC documentation		
2) Children report feeling safe in the RHC with no incidents of corporal punishment or other prohibited discipline methods from caregivers, management, volunteers or any other staff.	Interviews with children		
3) —Children report bullying and any incidences are not taken seriously and not addressed by caregivers/managers.	Interviews with children		
4) —Where incidences of use of corporal punishment or other prohibited discipline methods are reported, the manager provides evidence of how these incidents were addressed in line with the RHC's Child Safeguarding Policy.	Interview with Manager and Review of RHC documents		
Standard 3: Child Participation			
1) There is a suggestion box and how the RHC manager and staff responded to these suggestions.	Review of RHC documents		
2) Children report that they participated in the development of their Care Plan and understand its content.	Interviews with children		
3) Children of all ages report that they are free to practice their own religion and traditions and that their cultural and ethnic backgrounds are acknowledged and celebrated.	Interviews with children		
Standard 4: Education			
1) Children's Care Plans show how their educational needs are being addressed. Their files have information on their current school enrolment, progress reports and certificates showing that they are attending school and extra classes where necessary.	Review of children's files		
2) Children report having the necessary resources including school uniforms, books, stationary, contributions to school outings. They also report having time in their daily schedule for homework.	Interviews with children		
3) Caregivers can report on children's progress and their areas of academic strength and whether they are receiving additional support.	Interview with managers		

Standard/Evidence	Evidence Source	Score	Remarks
4) For children who were not in school or who have dropped out, their Care Plan shows how their educational and/or vocational needs are being addressed.	Review of children's files		
Standard 5: Health and Nutrition			
1) First aid kit with basic items is available.	Observation		
2) National Health Insurance Cards can be produced for all children in the RHC.	NHIS cards for each child		
3) Children's Care Plans describe children's specific medical needs, including special dietary requirements, and how these are to be managed. Care Plans also describe how children's health and substance abuse prevention education needs will be met.	Review of children's files		
4) Children report that when they are sick they receive medical care.	Interviews with children		
5) Children report that they have received some education/information on hygiene, sexual reproductive health and substance abuse prevention	Interviews with children		
6) A weekly meal plan for the home is displayed in the kitchen. Meals adhere to the basic dietary guidelines provided by DSW/Department of Health.	Observation		
7) Clean drinking water source/s are available.	Observation		
Standard 6: Psychosocial Development			
1) Children's Care Plans describe children's psychosocial needs and how these will be met.	Review of children's files		
2) Children's life books and/or memory boxes are available. Children can talk about the content of their life books with the DSW/DSWCD Officers, their parents/family and caregivers.	Interview with children		
Standard 7: Play and Leisure			
1) The daily routine of the Home includes time to play during weekdays and weekends.	Interviews with caregivers and children		

Standard/Evidence	Evidence Source	Score	Remarks
2) Indoor and outdoor toys, games and play equipment are available, in a good (and safe) condition and include a variety of toys, games, equipment and age-appropriate print and electronic media suitable for the different ages and abilities of children in the home.	Observation		
3) Children can report on the different toys, games, play equipment, and print and electronic media that they have access to.	Interviews with children		

Total Score for Caring for Children Standards:	
Does RHC comply with all the critical provisions?	
Key strengths and good practices:	
Key gaps and action to be taken:	

2. CASE MANAGEMENT OF CHILDREN IN THE RHC

Standard/Evidence	Evidence Source	Score	Remarks
Standard 8: Admission of children to the RHC			
1) Care order on each child's file (where child has been in RHC for more than 7 days)	Review of children's files		
Standard 9: Care Plans and Reviews			
1) Every child in the RHC has a Care Plan on file. This Care Plan includes a reintegration plan and/or other permanency plan for the child and information on the involvement of the child and his/her parents/family where possible and appropriate e.g. comments from the child, signature of parent/family.	Review of children's files		
2) Children's case files have records that document the implementation of the Care Plan, providing a clear track record of the case. Records of bi-annual reviews are also on file.	Review of children's files		
Standard 10: Reunification with Parents and Family			
1) A review of the RHC register on children shows that children in the home are being reunified with their families/other permanency arrangement as far as possible within six months to maximum one year of being admitted to the RHC.	RHC admission/discharge book		
2) Children report that they have contact with their families and are aware of and involved in plans for reunification with parents/family.	Interviews with children		
3) Reunification Certificates issued by DSW are on children's files.	Review of children's files		
Standard 11: Independent Living			
1) A review of the RHC register on children shows that children in the home are being reunified with their families/other permanency arrangement as far as possible within six months to maximum one year of being admitted to the RHC.			
2) Children report that they have contact with their families and are aware of and involved in plans for reunification with parents/family.			

3) Reunification Certificates issued by DSW are on children's files.			
1) Children report that their life skills are being developed while they are in care including cooking, chores, dealing with money and other practical matters.	Interviews with children		
2) Children aged 15 years and older report that they are being prepared for leaving care, including participating in a structured programme, and are involved in the process.	Interviews with children		
3) Records of young people who have left care are available and include case notes of any support provided to the young person once s/he has left the home as well as any subsequent visits by the young person to the home.	Review of children's files		
Standard 12: Case recording			
1) Each child has a file with the following information: <ul style="list-style-type: none"> ▪ Court orders ▪ Social Enquiry Report 	Review of children's files		
2) Each child has a file with the following information: <ul style="list-style-type: none"> ▪ Care Plan with reviews and updates ▪ Logbook with records on significant events 	Review of children's files		
3) Each child has a file with the following information: <ul style="list-style-type: none"> ▪ Progress reports from schools ▪ Medical records and important health information on the child 	Review of children's files		
4) Children's case files are stored in a weatherproof cabinet, under lock and key.	Observation/review of children's files		
Standard 13: Reporting on children in care			
1) The RHC manager can produce the monthly monitoring reports submitted to DSW. Verification of the information in the monthly report against information on the children's files shows that the data has been accurately captured.	RHC monitoring report Review of children's files		

Total Score for Case Management of Children in the RHC Standards:	
Does RHC comply with all the critical provisions?	
Key strengths and good practices:	
Key gaps and action to be taken:	

3. RHC PREMISES AND FACILITIES

Standard/Evidence	Evidence Source	Score	Remarks
Standard 14: Design of Premises and Facilities			
1) Family-like units accommodating not more than 7 children per unit with a maximum of 30 children on the same premises.	Observation		
2) The home has kitchen, laundry area, living room, dining space, bathrooms, and bedrooms sufficient for the number of children in care.	Observation		
3) The home has a domestic/homely feel as opposed to an institutional feel. Children report being able to personalise and decorate their bedrooms and there is evidence of this e.g. drawings, posters, photographs.	Observation		
4) Separate bedrooms for children of different sexes over the age of six.	Observation		
5) Not more than 4 children/beds per bedroom, less depending on the size of the room.	Observation		
6) Each child has his or her own cot or bed for sleeping, with mosquito net and/or nets on windows.	Observation		
7) Each child has his/her own closet/drawer, bags for clothes and personal belongings.	Observation		
8) RHCs that accommodate children with disabilities are able to show the specific adaptations the home has made to meet the needs of these children. These adaptations are evident throughout the premises including access to the home; the outdoor play areas; and the indoor living rooms, bedrooms, bathrooms and kitchen area.	Observation		
9) The home is close to community services and activities	Observation		

Standard/Evidence	Evidence Source	Score	Remarks
Standard 15: Safety of Premises and Facilities			
1) The RHC can produce the building permit and the annual fire service certificate to show that the home complies with the relevant local health and safety regulations.	Review of RHC documentation		
2) The RHC is situated away from public toilets, rubbish dumps, main roads and any other environmental hazards.	Observation		
3) The RHC is on separate premises from any other community activities/services	Observation		
4) The RHC is fully walled or fenced and there is a gate to the property that can be locked if needed.	Observation		
5) The manager can produce a visitor's book. Visits from family members, DSW officials and others should be evident in this book.	Review of RHC documentation		
1) No obvious hazards to children are observed: <ul style="list-style-type: none"> ■ Bars on double storey bedrooms and railings on staircases ■ Drains and wells are covered. ■ Electrical fittings/wires not exposed. ■ No sharp tools/implements left in reach of children. ■ No medication left in reach of children. ■ No detergents left in reach of children. ■ Playground equipment in good condition ■ Others:..... 	Observation		
2) Children and staff can explain the emergency procedures for the RHC, including those in case of fire or other hazards.	Interview with staffs and children		
3) Fire extinguishers on the premises have up to date inspection stickers from the Fire Service.	Observation		
4) No signage on RHC buildings or on vehicles.	Observation		

Total Score for RHC Premises and Facilities:	
Does RHC comply with all the critical provisions?	
Key strengths and good practices:	
Key gaps and action to be taken:	

4. RHC GOVERNANCE, STAFFING AND MANAGEMENT

Standard/Evidence	Evidence Source	Score	Remarks
Standard 16: Statement of Purpose and Policies and Procedures			
1) A written Statement of Purpose with the RHC policy on reintegrating children in the shortest period possible with their parents/families and/or other permanency arrangements.	Review of RHC documentation		
2) A written copy of the Child Care Policy and Procedure Handbook is available.	Review of RHC documentation		
3) Written copies of Human Resource Policies in relation to recruitment, job categories and descriptions, terms and conditions of service, staff development and training, supervision arrangements and disciplinary procedures	Review of RHC documentation		
Standard 17: Legal Identity and Governance			
4) The original Registrar General and NGO certificates as well as the latest annual renewals.	Review of RHC documentation		
5) The original registration and renewals for day care centre, kindergartens and schools operated by the RHC for children in the RHC, where applicable.			
Standard 18: Transparent, accountable and sustainable operations			
6) The NGO promotional material and website, if any, do not have photographs of children or personal stories for fundraising purposes. Fundraising strategy does not include individual donations for children. Children are not used for fundraising activities.	Review of RHC website & documentation		
7) A written annual budget for the RHC, which includes all related expenses i.e. facility management and maintenance, staff salaries, childcare related costs (e.g. food, clothing, medical care, schooling), transport, staff training and development costs. The RHC can also provide evidence of written commitments and/or other evidence of sources of income, which will enable them to meet all these expenses for the period of one year at least.	Review of RHC documentation		

Standard/Evidence	Evidence Source	Score	Remarks
8) Annual Report, for previous year, is available	Review of RHC documentation		
9) Audited financial report for previous year (audited by an external auditors), which was submitted to DSW with the Annual Report.	Review of RHC documentation		
10) Donation book recording cash and in-kind donation is available	Review of RHC documentation		
Standard 19: Staffing and Human Resource Management			
11) Electronic or manual register of all staff in the RHC, their age, positions, highest educational qualification and experience, police clearance/references and health checks.	RHC staff register		
12) Personal files for all staff. These staff files should include the following key information: copy of national ID; job description; police clearance and/or references from two people; copies of qualifications; and employment contract stipulating conditions of employment.	Staff files		
13) A written record/file of all development and training opportunities provided for Staff including orientations/inductions and trainings, including in-service trainings. Staff can also confirm the details of training received and how they were able to apply the knowledge and skills acquired in their work.	Staff files		
Standard 20: Volunteers			
14) Records of volunteers including their application letter, references, criminal record check and health clearance certificate.	Review of RHC documentation		
15) Approval letter from DSW for volunteer appointments.	Review of RHC documentation		

Total Score for Governance, Staffing and Management Standards:	
Does RHC comply with all the critical provisions?	
Key strengths and good practices:	
Key gaps and action to be taken:	

C. INSPECTION CONCLUSION AND RECOMMENDATION

The inspection checklist has 73 sources of evidence against which compliance is to be scored. The Table below must be used when making recommendations for the RHC licensing or closure.

If a RHC complies with all 73 criteria, the score will be 146 (73 x 2). If a RHC has 100% compliance, then no conditions need to be attached to the RHC licence/renewal. If the RHC complies with 40% - 99% of the criteria then conditions need to be attached to the licence/renewal. RHCs that comply with less than 40% of the criteria should be earmarked for closure and/or closed immediately depending on the safety and well-being of the children.

Total Score:	
Recommendation (refer to table below)	

Recommendation	Complies with All Critical Provisions	Does NOT comply with all Critical Provisions	Overall Compliance with Provisions		
			146 (100%)	145 - 58 (40% - 99%)	0 - 58 (0% - 39%)
Issue new RHC licence - no conditions attached	✓		✓		
Issue new RHC licence - with conditions attached		✓		✓	
Issue RHC licence renewal - no conditions attached	✓		✓		
Issue RHC licence renewal - with conditions attached		✓		✓	
Licensed RHC can continue to operate - no conditions attached	✓		✓		
Licensed RHC can continue to operate - with conditions attached		✓		✓	
Close RHC -phased approach, pending reintegration/placement of children (provide date of expected closure)		✓			✓
Close RHC immediately - remove children to alternative care placement (this is for situations where the children's safety and well-being is seriously compromised and where they are at risk of harm).		✓			✓



REPUBLIC OF GHANA

ANNEX B: RESIDENTIAL HOME FOR CHILDREN INSPECTION REPORT TEMPLATE

Note: The completed Inspection Checklist must be attached to this inspection report.

1. Identifying details

Name of RHC			
District			
Region			
Date of inspection			
Purpose of inspection	New Licence/Closure	Licence renewal	Other
Form completed by (name, position)			

Details of person(s) conducting the inspection:

Name	Position

Person(s) consulted for the inspection:

Name	Position

Children's participation in the inspection

Were children interviewed during the inspection?	YES	NO
If YES, how many children?		
If NO, provide reasons why		

2. Overall Recommendation

Tick next to applicable box

Issue new RHC licence - no conditions attached	
Issue new RHC licence - with conditions attached	
Issue RHC licence renewal - no conditions attached	
Issue RHC licence renewal - with conditions attached	
Licensed RHC can continue to operate - no conditions attached	
Licensed RHC can continue to operate - with conditions attached	
Close RHC - phased approach, pending reintegration/placement of children (provide date of expected closure)	
Close RHC immediately - remove children to alternative care placement	

Reason(s) for recommendation:

3. Conditions attached to issuing of licence/continued operation of the RHC (where applicable)

What conditions have been attached to the licence/continued operation of the RHC, are the time-frames for addressing these conditions, and who is responsible? These conditions should come directly from gaps and action to be taken as identified in the checklist.

Condition	Time-frame	Responsibility

4. RHC closure (where applicable)

What actions need to be taken to (1) close the RHC immediately or (2) close the RHC in a phased approach?

Date RHC to be closed:

Action	Time-frame	Responsibility

4. Where applicable, strengths of the RHC and good practices observed

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REPUBLIC OF GHANA

ANNEX C: RESIDENTIAL HOMES MONITORING REPORT TEMPLATE

Note: When conducting the monitoring visit the team must review the recommendations of the previous inspection report and the recent monitoring reports as this provides the necessary information from which to conduct the monitoring visit.

1. Identifying details

Name of RHC	
District	
Region	
Date of monitoring visit	
Purpose of monitoring visit	
Form completed by (name, position)	

Details of person/s conducting the monitoring visit:

Name	Position

Person/s consulted for the monitoring visit:

Name	Position

Children's participation in the monitoring:

Were children interviewed during the inspection?	YES	NO
If YES, how many children?		
If NO, provide reasons why		

2. Overall Findings

Tick next to applicable box

RHC is implementing conditions attached to the licence as agreed	
RHC is now implementing conditions attached to the licence as agreed	
RHC is implementing the closure and reintegration plan as agreed	
RHC is not implementing the closure and reintegration plan as agreed	
Other	

Where the RHC is not complying with the conditions attached to the licence and/or the closure and reintegration plan, provide details:

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3. Overall Recommendations

Tick next to applicable box

RHC can continue to operate	
RHC can continue to operate but must address compliance gaps and/or closure and reintegration plan as agreed	
Conditions at the RHC have deteriorated to an extent that the RHC's licence should be revoked	
Close RHC immediately - remove all children immediately to alternative care placement	
Other	

Reason/s for recommendation:

4. RHC closure (where applicable)

What actions need to be taken to (1) close the RHC immediately or (2) close the RHC in a phased approach?

Date RHC to be closed:

Action	Time-frame	Responsibility

5. Where applicable, strengths of the RHC and good practices observed



REPUBLIC OF GHANA

ANNEX D: APPLICATION FOR NEW LICENCE/LICENCE RENEWAL

DEPARTMENT OF SOCIAL WELFARE APPLICATION FOR LICENCE/APPROVAL TO OPERATE A RESIDENTIAL HOME FOR CHILDREN (RHC)

(Children's Act 1998 (Act560),

FOR COMPLETION BY THE RHC:

1. APPLICATION FOR

FIRST LICENCE	RENEWAL
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(Tick applicable box)

2. NAME OF RHC: _____

3. ADDRESS:

REGION: _____

DISTRICT: _____

VILLAGE: _____

STREET: _____

LANDMARKS: _____

4. DATE ESTABLISHED _____

5. PARTICULARS OF PROPRIETOR/OWNER

Name _____

Age _____

Sex _____

Nationality: _____

Occupation _____

Qualification _____

Address (P. O. BOX) _____

Residential _____

Email _____

Tel. (Office) _____ Mobile _____ Fax _____

6. NGO REGISTRATION NUMBER AND DATE OF ISSUE: _____

7. REG. GENERALS DEPT. REGISTRATION NO: _____

8. MANAGEMENT COMMITTEE MEMBERS:

NAME	OFFICE	OCCUPATION	QUALIFICATION
1.			
2.			
3.			
4.			
5.			
6.			
7.			

9. FINANCE

Sources of Funding:

- International Donors Volunteers School Fees
 Local Donors Income Generation

10. SUPPORTING DOCUMENTS FROM THE RHC:

Note: The application will not be reviewed without this documentation.

Document:	Submitted with Application?		Remarks
	YES	NO	
1) RHC Statement of Purpose			
2) Copy of NGO Certificate and latest renewal			
3) Copy of Certificate to Commence Business or Certificate of Incorporation and latest renewal			
4) Copy of latest RHC Annual Report (for renewals)			
5) Copy of Annual Audited Financial Statements (for renewals)			
6) Staff Register			
7) Children Register			

11. NAME OF APPLICANT AND POSITION

.....

SIGNATURE

DATE

FOR OFFICIAL USE:

RHC application to be submitted to the National DSW with the following supporting documentation:

Document:	Submitted with Application?	
	YES	NO
1) Checklist of new/renewal licence inspection		
2) Report on new/renewal licence inspection with recommendation		
3) Monitoring reports (where applicable)		