EMERGENCY CHILD PROTECTION RESPONSE CHECKLIST TO FIRST-LINE PROFESSIONALS

DEFENCE FOR CHILDREN INTERNATIONAL GREECE
This is an Emergency Child Protection Legal and Administrative Response (ECPR)- Checklist that aims to provide field professionals with guidance in the form of a checklist in relation to the initial actions to be taken in response to protection risks of children on the move. The ECPR Checklist is designed with the purpose to equip field professionals with concrete steps to be taken from their side in order to prevent and eliminate the risk of trafficking and children going missing through a set of administrative and legal steps in the context of an emergency response operation.

The audience for this toolkit is any person undertaking the first screening of the child on the move who wishes to develop an action plan in order to direct the next protection actions and activate the durable solutions available. It is approached from a legal and administrative angle and should be complemented by a checklist of psychosocial actions and a first response approach.

Experience in cross-border and emergency situations has shown that trafficking and exploitation can be prevented if there is due identification of the protection risks and legal durable solutions during the first contact with the child. In addition to that, keeping a registration database with all the relevant information of the child, as well as, matching the child with one focal person from your organization to conduct the check-ins and creating trust is of tremendous importance. Last but not least, the ultimate purpose of all actions taken should be to make the child visible under the radar of the official existing structure. This coupled with proper legal and rights-based and risks information in a child-friendly manner has the power to prevent them from trafficking and going missing.
Create your own registration database and do not rely on the official registration system. Your database might be proven crucially useful in assisting official child protection systems to keep track of the unaccompanied children on the move and provide for tracing children going missing. At the same time, you will be able to conduct proper follow-up and case management on the case. Experience shows that in emergency situations many children go missing due to the inadequate rapid registration response from the State Authorities.

Conduct a First Risk-Needs Assessment (FRNA) with the child. This is the most important step along the way hence it provides you with the necessary information to detect risk factors and act immediately. The FRNA should be updated frequently. An illustration of a FRNA sample follows but always adjust it to your context. [See Annex 1]

Right after the FRNA develop an Action Plan listing the next steps that need to be taken from your side in order to support the child. Use this as a document of reference during the entire process and update it accordingly. It is important to identify in the first place which is the legal pathway most appropriate to the case and channel all actions towards it by applying a multi-disciplinary approach. Might be family reunification under Dublin III, seeking asylum in the host country, etc. Proper legal assistance from the very beginning has a tremendous impact on the development of the child's protected status.

Create a context of safety with the child. Provide information on their rights and the current available durable solutions for them in a child-friendly manner. It is crucial to make them aware of any step down the way and be honest with them. It is equally important to highlight to them the existing protection risks in a child-friendly manner. Also, to stress out the importance of receiving legal support and avoiding illegal ways of movement.
To provide the child with the space to express their views on the possibilities available to them. Enhance child participation along the process. Experience shows that the more the children are involved in the Action Plan the more committed to cooperating in a consistent matter with you.

Set up check-in meetings with them and if possible provide them with a cell phone so as to contact them directly. In these check-in meetings, it is important to update the child on the progress of their case and reassess their needs and any risk factors.

Create a referral pathway and communication channels with the stakeholders that might be in contact with unaccompanied children on the move. Provide them with your own referral form which states the first information you need to know in order to proceed fast with supporting the child in need.

Map the most competent Authorities and Actors that share the official responsibility to offer protection services to the child. It is crucial to make sure that you keep holding these stakeholders involved in the actions you take on behalf of the child and ask them to stand up to their responsibilities. It is highly suggested to keep written communication records with them as much as possible. Might be proven crucial down the way while assisting the child.

Make a good map of trustworthy stakeholders operating on the field and link the child to them depending on the services they provide.

Initiate child protection working groups with the other stakeholders and set up weekly meetings in order to share updates, information, and ways through.

And never underestimate the importance of receiving support as professionals and human beings who are called on to fulfill a very elegant role. This support might take the form of capacity building, exchange of expertise and good practices, as well as, emotional support.
**Map of the Essential Steps**

### Collaboration with Competent Authorities
- Map the trustworthy stakeholders
- Map the most competent authorities and actors
- Create a referral pathway and communication channel
- Initiate Child Protection working-groups
- Set up weekly meetings

⚠️ Keep written communication records!

### Initial Action Plan for Professionals
- Develop your own registration database
- Conduct a First Risk-Needs Assessment (FRNA) with the child
- Identify the legal pathway
- Develop an Action Plan, applying a multi-disciplinary approach

### Contact with the Child
- Create a safe space for the child
- Enhance Child participation
  - Provide the child with information
  - Outline the possible solutions in a child-friendly manner
  - Make the child aware of each step
  - Be honest and clear
  - Highlight the importance of receiving legal support
- Set up check-in meetings
  - Reassess their needs and any risk factor

### Mental Health Check
- Receiving support as a professional and human being!
**KEY COMPONENTS ALONG THE PROCESS**

- Close contact with the child along the entire process
- Close contact and Cooperation with the authorities and all other Professionals who are close to our children
- Constant follow up on each case

**GUIDING PRINCIPLES**

- Non Discrimination
- Best Interest of the Child
- Non-Victimization of the Child
- Participation
Annex 1

PERSONAL INFORMATION
Full Name of the Child
Gender
Date of Birth
Contact information (Whatsapp, Viber, Phone number)
Nationality
Language/s spoken
Identification Documents (in possession)

RISK ASSESSMENT

NEED - RISK ASSESSMENT
When did you arrive here?
How did you cross the borders?
Did you travel on your own, with people you know, or met someone during your journey?
Did you feel safe during the journey? (Were there any incident/s that happened that you would like to share with us?)

Where is your family right now? Are you in contact with them?
Who and where are your closest persons?
Are you afraid of anyone?
Here, where do you currently sleep?
Do you feel safe there? How many people are living in the same place? Are they adults or children?

NEED - RISK ASSESSMENT
Do you have any family members that you trust in other European countries?
If yes, in which country do they reside?
Do you receive support from other organizations? If yes by whom?

NEED - RISK ASSESSMENT
Do you have access to food, water, and/or clothes
Do you have a phone and access to Internet? On a daily basis?
Do you have any medical issues you would like to mention? (mental or physical)

MAIN NEEDS IDENTIFIED
Contact us:

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Learn more about us: https://www.defenceforchildrengreece.org/