

CHECKLIST FOR PREPARATION OF CAREGIVER TO RECEIVE CHILD

- Tell the caregiver the child's name, preferred name, age and gender, and any background information about the child that is relevant and that the child has agreed that you can share with the caregiver. Remind the caregiver that sensitive information is confidential.
- Confirm the date and time of the child's arrival and ask the caregiver to prepare a welcome for the child
- Confirm that the child will have their own bed and place to keep their belongings, and privacy according to the child's age and cultural norms.
- Explain any special dietary, health, education or care requirements that the child may have, and work with the caregiver to plan how these needs should be met.
- Inform the caregiver of any particular arrangements that are being made, such as access to school / vocational training, or medical support. Explain what is expected of the caregiver in terms of supporting educational, health and social activities.
- Tell the caregiver what information has been given to the child about the household and about their expectations.
- Inform the caregiver that they should document any new information that the child gives that may help with the process of family tracing, and remind them of who to contact with this information.
- Inform the caregiver of how often you will visit them, and when the first visit will be. Explain that you will always talk to the child in private.
- Advise the caregiver of who to contact with urgent concerns regarding the placement.