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EXTRAORDINARY

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PART IV (A) — PROVINCIAL COUNCILS

Provincial Councils Notifications

VOLUNTARY CHILD DEVELOPMENT CENTERS OF THE CENTRAL PROVINCE No. 4 OF 2018 OF THE CENTRAL PROVINCE

Statute

EFFECTIVE DATE UNDER SECTION 1

I, Lalith U. Gamage, Governor of the Central Province, by virtue of the powers vested in the Minister in charge of the subject by Section 1 of the Voluntary Child Development Centers of the Central Province Statute No.4 of 2018 of the Central Province, and the powers vested in me by Section 154(c) of the Constitution of the Democratic Socialist Republic of Sri Lanka, hereby announce that the Voluntary Child Development Centers of the Central Province Statute No.4 of 2018 of the Central Province, which has been approved on 05th of October 2018, shall be effective from 10th of October, 2019.

LALITH U. GAMAGE,
Attorney-at-Law
Governor of the Central Province

VOLUNTARY CHILD DEVELOPMENT CENTERS OF THE CENTRAL PROVINCE No. 4 OF 2018 OF THE CENTRAL PROVINCE

Statute

Orders under Section 26

I, Lalith U. Gamage, Governor of the Central Province, by virtue of the powers vested in the Minister in charge of the



subject by Section 26(2)(1)(a) of the Voluntary Child Development Centers of the Central Province Statute No.4 of 2018 of the Central Province, and the powers vested in me by Section 154(c) of the Constitution of the Democratic Socialist Republic of Sri Lanka, hereby set out the minimum standards required for establishing Child Development Centers and Voluntary Child Development Centers of Central Province.

LALITH U. GAMAGE,
Attorney-at-Law,
Governor of the Central Province.

SETTING OUT STANDARDS FOR UPLIFTING THE SERVICE CONDITIONS OF VOLUNTARY CHILD DEVELOPMENT CENTERS

1. Standards on building space and the surroundings

- 1.1 There should be at least 36 square feet of space for sleeping, a bed and a mosquito net for each child. Depending on the requirement there should be an electrical bed lamp. If bunk beds are used they should have guardrails.
- 1.2 In addition to sleeping space there should be enough space in the buildings to eat, study, rest, meet visitors for maximum number of children. There should be chairs and tables to be used for studying. Each of these places should be well cleaned, using disinfectants where required.
- 1.3 Area of doors and windows shall be 1/7th of the floor area of the building in order to allow adequate sunlight and ventilation.
- 1.4 Staff members shall have separate spaces. The warden's room shall be close to the children's hostel/room so that it is easy for him/her to look into the requirements of the children at night.
- 1.5 The buildings shall be maintained in a cleanly and pleasant manner. The surrounding of the Child Development Center shall be maintained in a useful and attractive manner.
- 1.6 There shall be an adequate water supply to meet the needs of the Child Development Center. The wash basins shall be fixed at a suitable height for children.
- 1.7 If water is supplied from a well, it should be covered with a wall and a mesh for protection.
- 1.8 There should be bathing facilities with adequate protection and security for the children and the employees. There should be separated bathrooms and toilets.
- 1.9 There should be a toilet for every 08 residents. There should be provisions to clean the toilets and the drains using disinfectants.
- 1.10 Lighting should be provided at night time to fulfil the requirements of the whole of Child Development Center. Adequate number of alternative sources of light such as charged electrical equipment, electric torches, self-charging electric lamps and lanterns *etc.* shall have been provided to be used in a power cut.
- 1.11 Electric wires and cables shall have been covered properly in a secure manner.
- 1.12 All flammable materials should be stored securely away from the children where they cannot reach. Must be on alert for possible accidents, specially due to unsafe places.

2. Standards on Food and Beverages

- 2.1 Meals provided for the residents should be balanced, nutritious and in proper quantities according to their age and health.

- 2.2 Diet plans should be prepared according to the age categories.
- 2.3 A register should be maintained to record the foods and the quantities provided daily. (The menu of the week should be displayed in a suitable place).
- 2.4 vegetables required for at least 3 days and rice, coconut, sugar, flour and spices required for at least a week shall be in store at any given time. Different menus shall be prepared depending on the taste of the children.
- 2.5 An additional meal should be prepared and given for schooling children to be taken at the school. Otherwise provisions should be made for an additional meal for each student.

3. Standards on children's clothing

- 3.1 Every child should be provided with 02 sets of bedding, blankets, towels, toothbrushes and toothpaste in sufficient quantities. Also every girl shall be provided with sanitary pads as required.
- 3.2 Every child should be provided with at least five sets of clothes to wear at the Center, three school uniforms if schooling and two dresses to wear for special occasions. (These dresses should not be same colour or same pattern, but with a variety and they should suitable for the climate).
- 3.3 At least five sets of underwear should be provided for every male and female child.
- 3.4 Every child should have at least two pairs each of shoes and socks.
- 3.5 All bed sheets, towels, blankets and clothes provided for children should have been cleaned using disinfectants, and there should be a proper method to dispose of used sanitary pads.

4. Equipment Standards

(a) Furniture

- 4.1 A separate cupboard should be provided for every child older than six years to keep their equipment and personal goods such as clothes and books.
- 4.2 Common cupboards should be made available for the children less than six years to keep their clothes and other equipment.
- 4.3 A sufficient number of chairs and tables should be available for residents to use for dining or for the reading hall. There should be at least one table for every 8 children and suitable chairs for them to sit.
- 4.4 For every child there should be a separate cup, plate, and if required, a spoon for dining.
- 4.5 Facilities should be provided for the children to wash their cups and plates with easy access.
- 4.6 Separate milk bottles and soothers and a cot should be available for each infant as required.

(b) Kitchen

- 4.7 Sufficient amount of Common goods and kitchen equipment should be available for all residents and officers.
- 4.8 Firewood, gas and electricity can be used for cooking and separate safe places should be prepared for using these utilities.

(c) Educational Equipment

4.9 Books and equipments requested by their schools should be provided for the schooling children.

4.10 Library facilities should be available for the children to read in their leisure time.

4.11 Provisions should be made to provide a daily newspaper/newspapers and weekly children's newspaper.

4.12 Sufficient amount of items required for entertainment should be provided for the children.

(d) Equipment for children to spend their leisure time in a useful manner according to their inherent skills.

4.13 Following equipment should have been supplied to fulfil the above requirements.

A radio

A Television set

Musical instruments

Play items such as block puzzles and building blocks for children younger than 05 years and outdoor sports equipment (Swings, Climbing Tower, Seesaws *etc.*) that help psychological, sociological and physical development of children.

Items such as Chess Boards, Checkerboards, Carrom Boards, rubber balls *etc.* for children to spend their leisure time according to their preference.

(e) Sports, Recreational and Aesthetics Facilities

4.14 There should be a playground for outdoor games for children in each Child Development Center.

4.15 If the Child Development Center does not own a playground, provisions should be made to use a common playground or a school playground.

4.16 Outdoor sports equipment should have been obtained in sufficient numbers for the Child Development Center.

4.17 Indoor Sports equipment should have been obtained in enough numbers for the Child Development Center.

4.18 Facilities should be made available for the children to study aesthetic activities (dramas, dancing, music, drawing, handcrafts) and to take part in sports, children's societies and religious activities.

5. Management of Child Development Centers

(a) Child Development Center Management Board

5.1 According to the requirement of the Management Board Meetings, it is compulsory to summon the Matron.

5.2 After appointing the Management Board, a report on the appointment should be sent to the Provincial Commissioner with copies to Senior Probation Officer of the District and Probation Officer in Charge of the Center.

5.3 Prior to taking a decision which will affect a resident child's life, the Management Board should discuss it with the Supervising Probation Officer, Senior Probation Officer of the District, Probation Officer in Charge of the Center and the Provincial Commissioner, and the decision has to be taken by the Placement Committee.

- 5.4 The Management Board should meet at least once a month and, at least once in three months in the premises of Child Development Center. The meeting minutes shall be forwarded to Provincial Commissioner as soon as possible with copies to Senior Probation Officer of the District and Probation Officer in Charge.
- 5.5 Provide appropriate arrangements and facilities to send the child to his/ her family during the school vacations, family events and other special occasions.
- 5.6 Measures should be taken to keep a constant relationship with the child's family from the time he/ she is entered to the Child Development Center.
- 5.7 Steps shall be taken to improve the services provided to the resident children of the Child Development Center and to provide for their physical, psychological and social needs as well as their security.
- 5.8 Measures should be taken to socialize the children, who have fulfilled the necessary requirements, without delay.
- 5.9 The staff of the Child Development Center should be aware of the procedures and the functioning of the Center in relation to the children resident in the Center.
- 5.10 Necessary steps should be taken to effect payments or allowances to the staff of the Child Development Center including the Matron adhering to existing rules and regulations.
- 5.11 Following services should be rendered so as to provide safety, care and well-being of the children resident in the Child Development Center.
 - I. Looking into all food related needs of the resident children of the Child Development Center.
 - II. Developing a well-organized plan for obtaining funds for the maintenance of the Center, for management of the Center and placement of children.
 - III. Managing the Center according to the orders and instructions of the Department, ensuring continuous supply of relevant reports to the Department, and following instructions issued by the Department in par with new laws, amendments and circulars issued from time to time.
 - IV. Proper management of expenditure of appropriate financial and maintenance aid provided by the Department and submission of financial statement to the Department certified by a competent Auditor prior to accepting such aid.
- 5.12 The following registers shall have to be maintained in the Child Development Center.
 1. Register of Admission
 2. Register of Daily Attendance
 3. Register of Attendance of Staff
 4. Books of Accounts (Details on Income and Expenditure)
 5. Log Books (for Department Officials)
 6. Register for Visitors
 7. Inventory Book
 8. Register of Food Stuff
 9. Personal Files in respect of each child Resident in the Center
 10. Common File in respect of Medicine Facilities of Children
 11. Register of Local Financial Aids received

12. Register of Foreign Financial Aids received
13. Stock Book
14. Register of Socialization (prepared according to the format supplied)

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

(b) Standards related to Staff

5.14 There should be a Matron for every Child Development Center who has undergone a formal training on child care. She/ he should possess the following qualifications.

1. Should have sat for at least the GCE (A/L) Examination. (This is not applicable to those who are already in service).
2. Should be within the age limit of 30-60 years.
3. Should possess good conduct and an exemplary moral character.
4. Should be mentally and physically healthy.
5. Should be of pleasant disposition and a good personality to take care of children.
6. Should not have been accused of any child abuse.
7. Knowledge in child psychology should be attested at the time of interviewing for recruitment.

5.15 Each Child Development Center shall have Assistant Matrons who have undergone formal training on child care. There shall be at least one Assistant Matron in addition to the Matron for up to 20 resident children. For every 10 children exceeding twenty (20), there shall be an additional Assistant Matron. However there should be an Assistant Matron even for a hostel that provide for less than 10 persons which is situated separately.

The Assistant Matrons should have fulfilled the following qualifications.

1. Should have at least sat for the GCE (O/L) Examination and passed 5 subjects. (This is not applicable to those who are already in service).
2. Should be within the age limit of 30-60 years.
3. Should possess good conduct and an exemplary moral character.
4. Should be mentally and physically healthy.
5. Should be of pleasant disposition and a good personality to take care of children.
6. Should not have been convicted under the Penal Code.
7. An understanding of child psychology should be attested at the time of interviewing for recruitment.

5.16 The Matron and the assistants shall participate in the Training Courses conducted by the Department.

5.17 1 The Matron should reside in the center itself.

2 A Child development center caring for boys shall have a male Matron and a female Assistant Matron whereas a center catering for girls shall have a females for Matron and Assistant Matron positions.

5.18 The Matron and/ or assistant matrons should participate in the training courses held by the Department if they have not received any training earlier.

(c) Standards related to Health Services and Safety

- 5.19 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 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.
- 5.20 Immunization programs should be implemented for the children of Child Development Center.
- 5.21 A Medical report and a Psychological report should be obtained in respect of every child admitted to a Child Development Center and he/she should be subjected to a Medical Examination every six months and recorded his/her personal file. In addition the height, weight and the distinguishing marks of the child should also be recorded in the same file.
- 5.22 There shall be provisions for children suffering from malnutrition according to the Medical Report, among other suitable actions, to be sent to nutrition Centers, in order to improve their nutrition.
- 5.23 The children who do not have Birth Certificates should be presented to a Medical Officer and necessary medical certificates obtained and actions should be taken to obtain Probable Age Certificates for them.
- 5.24 Every child's hair should be checked for lice, and suitable remedial action should be taken.
- 5.25 Action should be taken to cut and clean children's hair as required.
- 5.26 Every Child Development Center should have a First-aid Box and it should contain only the medicine recommended by a Medical Officer. The box should be easily accessible to the staff. Medicine should be named properly and expired medicine should be duly removed. Children should not be able to use medicine on their own.
- 5.27 When a resident child/children contracts an infection or a serious illness, the child should be separated and there should be a sick room in the Center set apart for this purpose.
- 5.28 Whenever a child/ children in the Center contract an infectious disease, steps should be taken to protect the other children against the disease having taken preventive health care measures.
- 5.29 A report should be obtained every 03 months from the Public Health Inspector and the Midwife by allowing them to inspect the Child Development Center.

(d) Standards related to Education Services

- 5.30 Action should have been taken to send all the children over 05 years of age to a recognized school. If there are children who are not in a condition to be sent to a school, provisions should be made to provide them education within the premises itself by trained teachers. Every child who is less than 05 years of age and more than 03 years should be sent to a Preschool close by or a Preschool should be conducted for such children.
- 5.31 The Child Development Center should review the progress of the schooling children's education, behaviour and progress with the school and take necessary actions.
- 5.32 Time should have been allocated by the time table of the Child Development Center for studying and playing.

5.33 There should be a system to provide vocational training for the children as required.

5.34 There should be a system to provide vocational training for the children over 14 years of age who were not successful in school education and specially for children who prefer such training or show such a skill.

Steps should be taken to send the children to Child Development Centers that have Special Vocational Training Centers started with the aid of the department with the instructions of the Provincial Commissioner. Otherwise the children should be provided with the opportunity to follow vocational training courses conducted by the Government.

(e) Special Services relating to the Growth of Children.

5.35 The records should be updated at least once in a month in the subject files maintained in respect each child.

5.36 Information should be recorded in the subject files of each child with the following documents.

1. Copy of Recommendation Letter of Probation Officer.
2. Form P&CCS 49 (ප්‍රොජෙක්ටා)
3. Birth Certificate or Probable Age Certificate of the child.
4. Medical Reports/Immunization Dates/Special Medical Treatments.
5. School Certificates of the child.
6. Notes on receipt of Samurdhi benefits.
7. Notes on Height, Weight and Growth of the child.
8. Notes of Physical/Psychological and Spiritual conduct and growth of the child.
9. Notes on Visits by Parents or Guardians.
10. Notes of action taken on the conduct of the child after having discussed it with the Probation Officer
11. Notes on special decisions of the Placement Committee.
12. Notes on identifying the documents required for future actions regarding the child and insertion of those documents to the file.
13. Form P&CCS 50.
14. Approval of the Commissioner for Socialization (prior to closing the file)

6. Placement

6.1 Placement Committee

In order to take decisions regarding the children in Child Development Centers, the Manager in Charge shall, on the instructions of relevant Supervising Probation Officer, arrange a meeting of the placement committee comprising following members, and make the decisions to be approved by the Provincial Commissioner.

- Provincial Commissioner/ Assistant Commissioner
- Senior Probation Officer
- Probation Officer in Charge
- Supervising Probation Officer
- A Representative of Voluntary Organization
- Matron
- A Representative of Board of Management
- Parents/ Guardians
- Child Rights Promotion Officer
- Other public officers, as required

6.2 The following actions shall be taken for placement of children.

- 1 A child should be handed over to his/ her parents or guardians when there the parents and guardians can be traced.
- 2 To place the child with suitable persons although the child has parents or guardians, when the parents or guardian are unable to take care of the child.
- 3 To take action to release suitable orphaned or forsaken children for legal adoption for whom the proper consent of the parents or guardians have been received.
- 4 To take action to hand over children to foster parents so as to bring about short-term or long-term welfare of the children, or to identify foster parents and facilitate them to visit the child at the Child Development Center.
- 5 To choose foster parents for the children who would provide assistance in to bring about the welfare of the children.
- 6 Finding employment for the children or providing necessary facilities for securing employment.
- 7 Providing a vocational training that would enable the child find employment.
- 8 Providing financial assistance and guidance for children who are interested in self-employment.
- 9 Give the children in marriage in a proper manner.
- 10 To take other alternative courses of action as appropriate.

6.3 No external persons should be allowed to take part in the Placement Committee.

6.4 The Placement Committee should have made a decision if a child is to be removed from the Child Development Center, transferred to another Child Development Center, or to hand over to parents/guardians or his/ her period of residence is to be extended.

6.5 The aforementioned Placement Committee shall meet at least once every four month.

7. General Matters

7.1 A suitable environment should be created enabling the children to engage in their religious activities in every Child Development Center.

7.2 Matron, Mother/Father or the Managers should not act against a child's religious beliefs.

7.3 When there is no significant hindrance, after having discussed with the Supervising Probation Officer, necessary facilities should be provided for a child to visit his/her home or a house of a relation during every school vacation. No child under these circumstances should be detained in the Child Development Center during holidays.

7.4 If resident children show an interest, action should be taken to get them to join boys scout groups or sports teams *etc.*

7.5 Educational tours, picnics and pilgrimages should be arranged for the resident children.

- 7.6 Programs should be prepared 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 monitored by anyone else unless there is very special reason for it. If such a monitoring takes place, 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 subject file to that effect.
- 7.8 Members of the Advisory Committee, appointed by the respective Minister of Child Development, 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 local and foreign sources should be properly recorded in the Accounts Books and Stock Books.
- 7.10 Approval of the Provincial Commissioner should be obtained through the Probation Officer in Charge of Supervision on all transactions to be carried out by the Child Development Center with foreign institutions, 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 Steps taken in regard to the children who are beyond control should be noted and filed on the instruction of the Supervising Probation Officer.
- 7.13 The following actions must not be taken against children who are beyond control.
 - Corporal punishment
 - Punishment that may cause mental agony
- 7.14 A staff member of a Child Development Center shall not keep his/ her child as a resident child of that Center.

08. Child Participation

- 8.1 Whenever the children are faced with a problem, there should be a system to inform it to the Matron, Mother/ Father, Board of Management and Probation Office.
- 8.2 There should be a system to consider the children's opinions regarding the welfare matters directly affecting their day to day life. These opinions shall be taken into account when taking actions on such matters. A protected container should be provided for the children to insert their ideas and suggestions, and it is the responsibility of the Supervising Probation Officer to open this container.

09. Making arrangements for the future well-being of the child

- 9.1 A written Protection Plan (work plan) should be prepared according to P.C.C.S. 50 form for a child admitted to a Child Development Center within 30 days of his/her admission to the Center.
- 9.2 The above security plan should contain the following.

- Identifying the requirements of a child by considering his/ her history.
- The objectives to be achieved for the child.
- Courses of action to be taken to achieve those objectives.
- Education plan in relation to the child.
- Activities related to establishing, developing and maintaining relationships with parents or guardians.

Any special services to be provided for the child.
The programme to reintegrate the child into society as follows.
Course of action to be taken according to medical advice.

9.3 Contents of the Security Plan

The place the child has to reside?
Who will provide protection for the child?
Prevention of re-entry of the child to Child Development Centers.
How will the child be maintained?

9.4 Following people should take part in making the plan in relation to the child.

Parents or guardians of the child
The child
Matron
Supervising Probation Officer of the Child Development Center
Child Rights Promotion Officer

9.5 The plan related to a child should be reviewed within an appropriate time period and necessary revisions made.

9.6 Attention should be drawn to the steps to be taken to send a child to his family/ custodian or relative and the time for that in the relevant Safety plan for a child admitted for a particular time period (1 year, 2 years or for a maximum of 3 years).

9.7 Outsiders shall not be given residential facilities inside the Child Development Center. Required facilities can be provided for them outside the institution.

9.8 The Child Development Center shall be conducted strictly adhering to the Constitution of the institution.

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