

(Assembly Centers)

(Assembly Centers)  
696

REPORTING: ASSEMBLY CENTRES TO AREAS

Directions to Welfare Officers on the Preparation of Reports

The Director of an Assembly Centre will submit reports and statistical information (CA/d4) on the facilities of the Centre, its population and all functional activities.

The Welfare Officer will be responsible for the preparation of Statistical and Narrative Reports on Welfare Services - both direct and indirect; these may form appendices to the Director's report.

WELFARE REPORTS

1. Purpose

- i. To furnish information on the welfare services being carried out at the Centre.
- ii. To indicate problems of welfare supplies (particularly for children), personnel, and other matters on which action can be taken at Area level or any other appropriate level.
- iii. To provide records and information on which future planning can be used.

When making these reports, it is essential that Welfare Officers should relate information to needs in such a way that requirements can be speedily and accurately evaluated.

2. Type and Timing. The Welfare Reports are of two types, Statistical and Narrative, and are to be submitted weekly and fortnightly respectively and will fall into the following categories:-

- i. Statistics on Unaccompanied Children. (Welfare Appendix 1)  
Period covered: 1 week.
- ii. Statistics on All Children (except unaccompanied children).  
(Welfare Appendix 2) Period covered: 1 week.
- iii. Statistics on Welfare Services. (Welfare Appendix 3)  
Period covered: 1 week.
- iv. Narrative Report on Welfare Services, direct and indirect.  
(Welfare Appendix 4) Period covered: 2 weeks.

The statistical data required is indicated on prepared forms which have directions for compilation printed on the back.

A guide to the Narrative Report has also been drawn up in the form of a series of headings.

N.B. This reporting system will be reviewed after a period of work in the field, and may be altered in the light of the experiences of Welfare Officers both in the Assembly Centres and at Area level.



W.A.2.

Assembly Centre:

Report No:

Week Ending:

ASSEMBLY CENTRE

STATISTICS OF ALL CHILDREN AND YOUTHS (1)

(Excluding Unaccompanied Children shown on Return W.A.1.)

I. REGISTRATION

Age Group	At beginning of week (2)			New entries (4)			Left Centre (5)			Total at end of week (6)		
	M.	F.	Total	M.	F.	Total	M.	F.	Total	M.	F.	Total
Up to 2 years (7)												
3-5 years (8)												
6-14 years (9)												
15-18 years (10)												
TOTAL: (11)												

II. SPECIAL FACTORS AFFECTING THESE STATISTICS. (12)

Enter comments numbered to correspond to the following headings:- (A) SPECIAL GROUPS: (B) DISPOSITION IN CENTRE: (C) REPATRIATION, TRANSFER AND HOME RECEPTION.

Signed:..... Welfare Officer

Date:.....

Countersigned:..... Director

General Instructions. The purpose of this report is to give details of all children not included on W.A.L. (Statistics of Unaccompanied Children); so that supply, personnel and welfare services requirements can be gauged for all age groups.

For the purpose of this report the week commences and ends at 12.00 p.m. Saturday.

Detailed Instructions. Given below are supplementary instructions seeking to clarify the answers required for specific items appearing on this form. It is assumed in those items for which no supplementary instructions are given that the answers are self-evident.

Item 7 This includes all children up to the 3rd birthday.

Item 8 This includes all children from 3 up to the 6th birthday.

Item 9 This includes all children from 6 up to the 15th birthday.

Item 10 This includes all children from 15 up to the 18th birthday.

Centre:  
Report No:  
Period covered: 2 weeks  
Week-ended:

ASSEMBLY CENTRES STATISTICS OF  
DIRECT WELFARE SERVICES

I. WELFARE PERSONNEL:

Military: (1)  
UNRRA:  
National Liaison Staff:  
Voluntary Organisations:  
Displaced Persons:

II. WELFARE SERVICES FOR GROUPS IN NEED OF SPECIAL CARE

Type of Service (2)	No. of Service Centres (3)	Total Capacity of all centres (4)	No. in or attending beginning of week (5)	No. in or attending at end of week (6)	No. of Personnel (7)
<u>MATERIAL AND INFANT WELFARE (8)</u>					
(i) Residential Hostels (9)					
(ii) Welfare Clinics (10)					
<u>CHILDREN'S SERVICES (up to 15) (11)</u>					
(i) Residential Hostels (12)					
(ii) Day Nurseries (13)					
(iii) Play Centres (14)					
(iv) Special Feeding Centres (15)					
<u>YOUTH SERVICES (15-18) (16)</u>					
(i) Residential Hostels (17)					
<u>CARE OF AGED AND HANDICAPPED (18)</u>					
(i) Residential Hostels (19)					
<u>OTHER SERVICES (Specify) (20)</u>					

III. INFORMATION AND COUNSELLING SERVICES

Type of Service (21)	No. of Centres (22)	Personnel (23)	Total Queries or cases dealt with during week (24)
INFORMATION SERVICE (25)			
COUNSELLING SERVICE (26)			

IV. COMMENT (27)

Welfare  
Signed.....Officer  
Date.....  
Countersigned.....Director



General Instructions. The purpose of this report is to provide a brief summary of the welfare services found necessary and practicable in each Assembly Centre, to assess Welfare Service supplies and personnel required and general welfare service requirements.

For the purpose of this report a week commences and ends at 12.00 p.m. Saturday.

Detailed Instructions. Given below are supplementary instructions seeking to clarify the answers required for specific items appearing on this form. It is assumed in those items for which no supplementary instructions are given, that the answers required are self-evident.

Item 1 Against each group of Welfare Personnel indicate nationalities of personnel, i.e. "U.N.R.R.A.: 3 (U.K.); 4 (U.S.A.); 3 (France); 1 (Belgium) etc." Only include personnel on direct Welfare services.

Item 26 Each case should be counted as one; irrespective of the number of visits or interviews it may involve.

Item 27 Comments given under this heading should be confined to urgent matters and be as brief as possible. Fuller details can be given in the supplementary Narrative Report to be returned by Welfare Officers each fortnight.

ASSEMBLY CENTRES - STATISTICS ON UNACCOMPANIED CHILDREN

(Unaccompanied Children for this purpose means all children up to their 15th birthday without Parents or Legal Guardians) (1)

Assembly Centre:  
Period Covered: one week  
Week ending:  
Report No:

I. REGISTRATION

NATIONALITY OF IDENTIFIED CHILDREN (2)	No. at Begin- ning of week (12 M Sat.) (2) *	New Entries (4) *	No. Identi- fied during wk. (5) *	No. Left Centre (6)*	No. in Centre at end of wk. (12 M Sat)(7)*
A.					
B.					
C.					
D.					
E.					
F. Stateless					
TOTAL (11)					
UNIDENTIFIED CHILDREN (12)					
GRAND TOTAL (13)					

II. METHODS OF CARE OF UNACCOMPANIED CHILDREN IN ASSEMBLY CENTRES

Type of Care	At begin- ning of wk. *	New Entries during wk*	Left During week *	No. at end of wk.*
In Reception Care (14)				
In Hospital (15)				
In Residential Hostels (16)				
In Institutions (17)				
Remaining with adults (other than parents or legal guardian) (18)				
TOTAL (19)				

\* No. in each column is classified on original form by sex and by age groups under 2, 3-5, 6-14.



### III. DISPOSITION OF UNACCOMPANIED CHILDREN OUT OF ASSEMBLY CENTRE

Left for		Up to 2 yrs.		3-5 yrs.		6-14 yrs.		Total	
		M	F	M	F	M	F	M	F
Own Country	(20)								
Another Centre for:									
(a) Centre Movement	(21)								
(b) Special Care	(22)								
(c) To join parents or relatives	(23)								
Deaths & children over 15	(24)								
TOTAL	(25)								

### IV. TRACING OF UNACCOMPANIED CHILDREN

Present Position		Up to 2 yrs.		3-5 yrs.		6-14 yrs.		Total	
		M	F	M	F	M	F	M	F
Parents, Relatives or Adults with Legal responsibility	(26)								
Known Orphans	(27)								
Tracing in Process for:									
(a) Nationality	(28)								
(b) Personal Identity	(29)								
(c) Nationality and Personal Identity	(30)								
TOTAL	(31)								

### V. REPORT ON SPECIAL FACTORS AFFECTING THESE STATISTICS

Enter comments below numbered to correspond to the following headings:  
 (A) ENTRY & REGISTRATION; (B) SPECIAL GROUPS OF CHILDREN; (C) NATIONAL  
 LIAISON OFFICERS; (D) IDENTIFICATION; (E) REPATRIATION, TRANSFER & HOME  
 RECEPTION; (F) RE-UNITING WITH FAMILIES; (G) FOSTER PARENTS:-

Signed:.....Welfare Officer

Date:.....

Countersigned:.....Director



Instructions for compiling W.A.1.

General Instructions. The purpose of this report is to provide a summary of the position of unaccompanied children passing through the Assembly Centre, their care in the Centre, their reasons for leaving the Centre and the circumstances in which they left the Centre; how effectively their identity is being discovered and relatives traced.

It is agreed that all unaccompanied children under 15 years should be registered separately and that Welfare Officers have a special responsibility towards these children. The figures obtained at this special Registration Centre should be used as a basis for compiling this report.

The week at the Assembly Centre is to be reckoned from 12.00 p.m. Saturday to Saturday.

Detailed Instructions. Given below are supplementary instructions seeking to clarify the answers required for specific items appearing on this form. It is assumed in the case of those items for which no supplementary instructions are given that the required answers are self-evident.

Item 1 "Legal Guardian" means a person who has been given legal guardianship of a child, or an adult relative of close blood relationship, i.e., grandparents, brothers or sisters, who, according to the laws of their own country, are considered legal guardians. See Welfare Guide.

Item 2 The same alphabetical references for national groups are to apply as in the "Assembly Centre Weekly Report" - CA/d4. and on the D.P. Registration Card.

Item 5 "Identified" for this purpose means children whose nationality is identified; but it should be noted that a child is in fact not completely identified until personal identity is established. Care should be taken to watch this and report accordingly under Section IV. The Grand Total (Item 13) at the foot of this column will be the same as the total (Item 11) under the same column, as all formerly unidentified children identified during the week will also be shown in the columns of nationally identified children.

Item 8 This covers children up to their 3rd birthday.

Item 9 Covers children from 3 up to the 6th birthday.

Item 10 Covers children from 6 up to the 15th birthday. This method of reckoning age groups applies throughout all the statistics.

Item 11 Total at end of week is equal to the totals of Cols. 3+4+5-6.

Item 12 Total at end of week is equal to the totals of Cols. 3+4+5+6.

Item 13 Total at end of week is equal to the totals of Cols. 3+4-6.

Item 14 It is anticipated that children arriving at Centre will be placed in a Reception Centre for several days for observation and pending placing. - See Welfare Guide.

Item 16 "Residential Hostel" refers to residential accommodation set up in or nearby the Assembly Centre.

Item 17 "Institution" refers to equipped residential accommodation taken over by the Assembly Centre.

Item 19 Total at end of week should be the same as grand total at the end of the week Item 13.

Item 24 Total should be the same as grand total under Col. 6.

Item 31 Total should be the same as grand total under Col. 7.



REPORTING: ASSEMBLY CENTERS TO AREAINSTRUCTIONS TO COMPILATION OF NARRATIVE REPORT (W.A.A.)(Period covered: 2 weeks)

The Narrative Report should be set out as clearly as possible in numbered paragraphs; the date of issue and period covered should be indicated. The first narrative report should accompany the first statistical reports and subsequent Narrative Reports should then be sent fortnightly.

The Report should be analytical in content, indicating the welfare services rendered in relation to the specific situations encountered; it may on occasion be necessary to describe the actual situation. The Welfare Officer should feel free to make definite recommendations on which he considers action should be taken (and, where possible, by whom). These recommendations should, of course, be well documented. A summary of the recommendations should appear at the end of the Report.

These instructions are laid out in a series of headings; they are not intended to be exhaustive, and the Welfare Officer should add any information considered by him to be of sufficient significance. The headings are based on the Welfare Guide agreed with SHAEF; this Guide should serve as the basis of the Report.

Narrative Reports should be divided into two parts. Part I should cover all welfare services, giving information of a general and specific character. Part II should cover general Assembly Centre services as affected by welfare considerations.

PART I.General and Specific Information on Welfare Services

Information on each of the welfare services listed below should include:

1. General organisation and development of service
2. Facilities available for welfare services, accommodation, equipment, personnel (including assistants drawn from displaced persons and from other sources), etc.
3. Needs and limiting factors, including indication of significant trends and features in the life of the Centres.
4. Special problem groups.

Welfare Services for which Welfare Officer is responsible

1. Maternal and Infant Welfare
2. Children's Services
3. Unaccompanied Children: Methods of registration. Methods of tracing unidentified children. Description of any special services provided. Special groups. General condition of children, including behaviour problems. Problems of accompanying adults.
4. Youth Services: Special problems. Occupational activities. Attitude to self-government and self-occupation.
5. Women and Young Girls.
6. Aged and Handicapped Persons.
7. Information Services. Significant trends in queries. Rush periods and relative volume of work. Needs which require assistance from national or other sources outside the Centre.
8. Personal Counselling: Arrangement of interviews. Rush periods and relative volume of work. Significant trends in queries.
9. Leisure-time Activities: Give types and approximate number of groups and approximate number of persons participating.



PART II

General Assembly Centre Services Affecting Welfare

Housing, Feeding, Clothing, Movement of Displaced Persons, Religious Ministrations,  
etc.

-----

455808