

## SAMPLE COVERSHEET & LOGBOOK

### *Sample coversheet*

<b>CASE IDENTIFICATION NUMBER</b>			<b>No.</b>
<b>PERSONAL INFORMATION</b>			
Full name of child		Previous name(s)	
Age		Date of birth	
Gender		Tribe	
Marital status		Number of children	
Language(s) spoken		Religion	
Contact telephone number			
<b>LOCATION</b>			
Origin	Address/Town/village:	LGA:	State:
Home address	Address/Town/village:	LGA:	State:
Current location (if different)	Address/Town/village:	LGA:	State:
<b>CARE OF CHILD</b>			
Mother/father/guardian/aunt/uncle/sibling/other (please circle)			
<b>PARENTS OF CHILD</b>			
Father	Name:	Nationality:	Address:

## Niger Delta Child Rights Watch Project Resource

	Address/Town/village:	LGA:	State:
	Contact number:	telephone	
Mother	Name:	Nationality:	Address:
	Address/Town/village:	LGA:	State:
	Contact number:	telephone	
<b>OTHER INFORMATION</b>			
Household structure		Siblings	
School(s) attended		Level of education	
General health		Medical condition	
Level of cooperation		Previous arrests, charges, convictions	
<b>CASE WORKER</b>			
Name		Contact number	telephone

**Sample logbook**

<b>LOGBOOK</b>		<b>CASE IDENTIFICATION NUMBER: [INSERT]</b>	
<b>Date of entry:</b>	[INSERT DATE]	<b>Time of entry:</b>	[INSERT TIME]
<b>Name of person making entry:</b>	[INSERT NAME]	<b>Signature:</b>	[SIGN]

**DESCRIPTION AND ACCOMPANYING DOCUMENTS**

**Child's name:** [INSERT NAME]  
**Case entry number:** [INSERT ENTRY NUMBER]

Date of event: [INSERT DATE]  
 Time of event: [INSERT TIME]

**Description of event:**

*Entries of events should be made as soon as is practically possible after the event because that is when your memory will be clearest. The more contemporaneous the entry the more the court is likely to accept the information as true and accurate.*

*Include as much information as possible, including:*

- *Details of your first contact with the child;*
- *All contact with the police, including their names and contact details;*
- *Details of detention (if the child is detained) including the name of the detention facility, the conditions of detention, reasons for detention, charges filed against the child;*
- *Any medical examinations (record the injuries and other conditions);*
- *All field visits;*
- *Any significant statement made by the child using his or her exact words;*
- *Reunification visits and events; and*
- *Any other significant event.*

*Always identify the child by their name in this section.*

*In a reunification case the details of attempts to achieve reunification should be included.*

*If the child leaves the centre for good, his/her contact details should be recorded in the log.*

**Any further relevant information:**

*Include any further information that you consider may be relevant to the child's case. This could include long-term medical assistance or areas that may need further investigation.*

**Accompanying documents (place these in a safe place or staple to the logbook):**

*Always include the following documents with the logbook:*

- *Registration form;*
- *Photographs;*
- *Medical examination forms;*
- *Statements of complaint from the child, the rescuer, and other witnesses;*
- *Indictment in case of a child in conflict with the law;*
- *Police statements;*
- *Referrals to government and nongovernment agencies; Advocacy letters;*
- *All field visit forms; and*
- *Any other documents you consider relevant.*

*These should be attached to the logbook if copied.*

*Even if these documents are not immediately available, they should be noted and sourced at the earliest possible time.*

**Follow up action:**

*Provide full details of follow up action that is to take place, including care and legal activities. It should be noted who will be responsible to carry it out and when.*