

TOOL 3.3.9 CONSIDERATIONS FOR EXIT OR TRANSITION FOR DAPS CENTRE

PART I: PLANNING FOR TRANSITION	
TYPE OF PLANNING ACTIVITY	ACTIONS TO COMPLETE
Communication and Consultation	<ul style="list-style-type: none"> <input type="checkbox"/> DAPS Centre stakeholders (staff, volunteers, local government actors, community leaders, community members, families and children) have been informed that the DAPS Centre is not a long-term substitute for family care or schooling system and may be a temporary place for support <input type="checkbox"/> The foreseen date of closure has been shared with DAPS Centre stakeholders <input type="checkbox"/> Female, male and youth community leaders (and others elected as community representatives) are involved in discussing the future transition of the DAPS Centre
Coordination	<ul style="list-style-type: none"> <input type="checkbox"/> Consult and coordinate with other organisations running similar centres and safe spaces on timeline for transition steps, including ending any referral service or pathways <input type="checkbox"/> Alternatively, if new and expanded services such as Safe Housing or new programming is planned, this is communicated to other agencies <input type="checkbox"/> Coordinate with health service providers which activities and services will be maintained after transition <input type="checkbox"/> Transition of programming (health, training) is coordinated with other centres or services
Assessment	<ul style="list-style-type: none"> <input type="checkbox"/> Assessed the ability and willingness of community members, community based organisations, local NGOs, government agencies and other relevant organisations to take on the next phase of the program, management of the DAPS Centre and other types of transition activities (depending on context) <input type="checkbox"/> Identified an agreed model for phase out (or up scale) with all stakeholders <input type="checkbox"/> Communicated to involved stakeholder what the transition model will be

PART II: IMPLEMENTATION

Management structure	<ul style="list-style-type: none"> <input type="checkbox"/> A plan for transfer of ownership, materials and management arrangements is in place
Equipment transfer	<ul style="list-style-type: none"> <input type="checkbox"/> Inventory of equipment in the DAPS Centre is handed over <input type="checkbox"/> Communicate to all stakeholders involved the reason and rationale for handing over equipment to certain groups, individuals and/or organisations
Space	<ul style="list-style-type: none"> <input type="checkbox"/> Ensure that current space lease agreement is still valid, renew or release as required <input type="checkbox"/> Relocation plan (if required) <input type="checkbox"/> Contingency planning and emergency procedures reviewed
Individuals participating in DAPS Centre activities	<ul style="list-style-type: none"> <input type="checkbox"/> How will support to affected individuals change/be maintained during recovery <input type="checkbox"/> Finalise what will happen to DAPS Centre activities and implementation for each beneficiary who comes to the current DAPS Centre and celebrates activities.
Staff and volunteers	<ul style="list-style-type: none"> <input type="checkbox"/> Brief staff and volunteers on next steps and future employment opportunities (if applicable) <input type="checkbox"/> Consult staff and volunteers on the transition model and how they envision transfer of centre activities and services <input type="checkbox"/> Ensure contracts renewed or released
Finances and budget	<ul style="list-style-type: none"> <input type="checkbox"/> All budget acquittals complete