

## Guidelines for Child Protection Committees

The “Guidelines for the Child Protection Committee (CPC)” to be constituted at the Village/Ward and Block level under the Integrated Child Protection Scheme (ICPS) and can be delineated under following heads:

### 1. Introduction to Child Protection Committees (CPC)

A CPC is a community-based group including duty-bearers, who are primarily responsible for creating and promoting a child friendly and safe community environment wherein all children’s wellbeing, safety and rights are protected. CPCs will be responsible for monitoring, reporting and responding to the issues of child protection in the community. The CPCs will also plan and take up innovative activities to raise awareness in the community about the issues of local child protection concern. The CPCs will work in close coordination with the District Child Protection Unit for activities in the community on child protection issues. The CPC will develop Annual action plans to address issues of child protection, CPCs will refer and report cases to higher level of protection committees and District Child Protection Unit set up by Integrated Child Protection Scheme in Assam. The CPCs will engage various stakeholders and duty bearers to raise awareness on children’s rights and protection at the community level.

The CPCs will be at two levels, one at the village and second at the block/ward level. The District Child Protection Unit will coordinate at the district level for child protection, whereas overall coordination in the state will be done by Assam State Child Protection Society.

#### Level 1: Village Level

##### 1.1 Village level Child Protection Committees (VLCPC):

The village level Child Protection Committees will be established in each villages of each districts of the state for prevention, reporting, monitoring protection and responding on the issues of child right and protection and to create data base on the schooling going children, dropout, working child, juveniles in conflict & contact with law. The VLCPC will be a community based organisation formed by the participation of community member, children, Government functionaries and elected representatives.

As follows:

1	Head of local Panchayat / President of Panchayat	Chairperson
2	Anganwadi worker. (to be nominated by CDPO office )	Member Secretary
3	Anganwadi Worker. (to be nominated by CDPO office )	Joint Secretary
4	Social Worker / Outreach worker representative of DCPU	1-Member
5	Local School teacher	1-Member
6	ANM working in the sub centre of the area	1-Member
7	Village head man of the concern Village	1-Member

8	Two Child bellow 18 years of age (one Girl)	2-Member
9	Community base organization (CBO) / active Non Govt. Organization (NGO) (to be nominated by Chairperson)	1-Member
10	Reputed and respected person from Community	2 -Members
11	Elected Panchayat representative of the village	2 -Members
12	Parents from SMC	2- Members
13	Representative from ST/SC/ Minority/ Physically change of the area if available (to be nominate by Chairperson)	Member (2 each group)
14	In case of tea garden area representative from Management	1-Member
15	Representative from VDP	1-Member
16	Representative from active SHG (nominated by Chairperson)	2- Member
17	Aasha Worker	1-Member
18	Active children (one girl & One boy) from the respective village	2-Member

## 1.2 Block / Ward Level Child Protection Committees (BLCPC/ WLCPC):

### 1.2.1 Block Level Child Protection Committees (BLCPC):

The BLCPC will support VLCPCs in planning, developing awareness raising activities, formation of VLCPCs, capacity building and other work as per the ICPS guidelines in coordination with District Child Protection Unit (DCPU). The BLCPC will also take periodic report from VLCPCs submit these reports to DCPU along with action taken report. The BLCPC will also work as a referral point for VLCPCs to support them in addressing cases of child protection and child rights violation.

### 1.2.2 Ward Level Child Protection Committees in Urban Area (WLCPC):

The WLCPCs will be formed at the urban areas and will report to DCPU. The purpose of the WLCPC will be to monitor, report, respond, refer and raise awareness among the community for protection of children under the guidance of DCPU.

A total of six (6) seats will be reserved for female members including one girl as a children representative.

Members of BLCPC, DCPU, DSWO, SCPS, SP, DM can participate during the meeting of VLCPC.

The tenure of the committee will be 3 years and will be reconstituted thereafter with due notification from DCPU/DM

**Block Level Child Protection Committee:-**

Sl.	Suggested Members	Designation
1	<ul style="list-style-type: none"> <li>• President Anchalik Panchayat (for the Districts) excluding the BTAD and the Autonomous Council</li> <li>• Member Territorial Legislative Coordination Committee (TLCC) for BTAD Areas (Udulaguri, Kokrajhar, Chirang, Baksa)</li> <li>• Executive Member of Autonomous council (Karbi Anglong &amp; Dima Hasao)</li> </ul>	1-Chairperson
2	Block Development Officer (BDO)	1-Member Secretary
3	Child Development Project Officer	1-Member
4	Representative of DCPO/ PO/ DSWO	1-Member
5	Block Elementary Education Officer	1-Member
6	Doctor in charge of public Health Centre of Block Area	1-Member
7	Chairperson of VLCPC (Village Level Child Protection Committee)	1-Member
8	Officer-in-charge of the concerned Police Station (s)	1-Member
9	2 non official members to be appointed by DC & Chairperson / DCPU (preferably from the respected community members and the civil society representatives of the block area)	2-Member
10	Two more representative from VLCPC to the part of the meeting	2-Member
11	Representative of NGO / CSO working in the child right issue (nominated by Chairperson)	2-Member
12	Representative of CHILD LINE if available in the district	1-Member
13	Block Education Officer as nominated by BDO	1-Member
14	Block Medical Officer of health	1-Member
15	CWO of local police station	1-Member
16	Representative of DALSA/PLV	1-Member
17	Labour inspector of the Block to nominated by Member Secretary	1-Member
18	In case of tea garden area representative from Management	1-Member
19	Active children (one girl & One boy) from the respective village	2-Member

At least six (6) seats will be reserved for female members including one girl as children representative.

**Ward Level Child Protection Committee:-**

Sl.	Suggested Members	Designation
1	Municipality Chairman	1-Special Invitee
2	Child Development Project Officer(to be nominated by District Programme Officer)	1-Member Secretary
3	ICDS Supervisor (Nominated by DSWO and by CDPO)	1-Treasurer
4	Elected Ward Councillor	1-Chairperson
5	Representative of District Child Protection Unit (DCPU)(Nominated by District Magistrate)	1-Member
6	Child Representative (12-18 yrs). If Children Group exists, then the Children Group will nominate, otherwise School Teacher of local school will nominate). Revolving in case of more number of schools in ward	2-Member
7	NGOs/CSOs/Club/Youth Committee Representative/women leader/urban local body representative(if available) (Nominated by Chairperson)	2-Member
8	Representative of CHILDLINE (Nominated by CHILDLINE)	1-Member
9	Headmaster of Local school (nominated by Chairperson)	1-Member
10	Medical Officer In Charge (MOIC)	1-Member
11	CWO of local P.S. (Nominated by Commissioner of Police)	1-Member
12	Parents representative (SMC member of school, nominated by Chairperson) Revolving in case of more schools in ward	2-Member
13	Labour Inspector (nominated by District Labour Superintendent)	1-Member
14	DLSA nominee	1-Member
15	Guest Invitee (Invited by Chairperson)	1-Member
16	In case of Tea Garden areas one representative from management	1-Member
17	Active children (one girl & One boy) from the respective ward	2- Member

At least four (4) seats will be reserved for female members including one girl as a children representative.

**3. Formation of Child Protection Committees**

The process of CPCs formation will be initiated by District Child Protection Unit after relevant order/notification received from State Child Protection Society. The process will include formation of BLCPC and in urban area the WLCPC. After the BLCPC is formed the VLCPC formation process will be initiated. The detail processes for formation of these committees are given below:

### **3.1 Block / Ward Level Child Protection Committees in Urban Area**

#### **3.1.1 Block Level Child Protection Committees (BLCPC)**

i) District Child Protection Unit/DC as chairperson of DCPC will issue a letter to all Block Development Officers to initiate BLCPC formation process in the Block and nominate members as per the guideline by relevant authority. (The copy of guideline to form BLCPC and copy of simplified version of ICPS will be attached with the letter). The letter should be copied to Superintendent of Police, CEO - Zila Parishad, Chief Medical Officer, District Inspector School and other as per the requirement requesting them to nominate members for BLCPC within a timeline of 2 months. DM / DC should be informed about the process in advance and a copy of letter for his/her information should be sent by DCPU.

ii) The follow-up letter by DCPU should be sent to make sure the nomination from relevant authority for membership in BLCPC has been received.

iii) The DCPU should send the Letter to all BDOs for organising first meeting of BLCPC and asking the list of BLCPC along with the Minutes of meeting. The letter should include the meeting agenda and BLCPC guidelines. The timeline of 2 months or decided by DCPU to organise first BLCPC meeting.

iv) The DCPU to make entry of all formed BLCPCs and send the information to SCPS to update and record such information.

v) The process of BLCPCs formation should be completed within 1-3 months or as agreed by SCPS.

vi) The BLCPC will require handholding support from DCPU for formation and strengthening capacity of member. It is suggested that DCPU sets-up the agenda of first meeting of BLCPC that includes the VLCPC formation process.

vii) It is suggested that the representative of DCPU is present in the first BLCPC meeting and elaborate about child protection and the formation process of VLCPC.

viii) The first BLCPC meeting will have nominated members only, whereas the representation of children and parents will be incorporated after the formation of VLCPCs. The BLCPC at this stage should be considered as BLCPC formed.

#### **3.1.2 Ward Level Child Protection Committees in Urban Area (WLCPC)**

i) District Child Protection Unit will issue a letter to District Programme Officer (ICDS) to nominate CDPO/Assistant CDPO as the member secretary of WLCPC and initiate WLCPC formation process in the urban ward. The copy of guideline to form WLCPC and copy of simplified version of ICPS will be attached with the letter. The letter should be copied to all relevant authority for nomination of members and support in formation process of WLCPC. The timeline of 1-3 months should be provided or as per agreed by the SCPS and DCPU.

ii) The follow-up letter by DCPU should be sent to make sure the nomination from relevant authority for membership in WLCPC has been received.

iii) The DCPU should send the letter to DPO (ICDS) to facilitate and organise first meeting of WLCPC and asking for the list of WLCPC along with the Minutes of meeting. The letter should include the meeting agenda and WLCPC guidelines. The timeline of 1-3 months or as agreed by DCPU to organise first WLCPC meeting should be given.

iv) The DCPU should make entry of all formed WLCPC and send this information to SCPS for update.

v) The process of WLCPC formation should be completed within 1-3 months or as agreed by SCPS.

vi) The WLCPC will require handholding support from DCPU for formation and strengthening capacity of member. It is suggested that DCPU sets up the agenda of first meeting for nomination of other representatives in the committee.

vii) It is suggested that DCPU organises an orientation meeting of Member Secretary, Treasurer and Chairperson of WLCPC to orient them about the role and responsibility of WLCPC. In case of the number of ward are more than 100, the cluster approach for orientation can be adopted.

viii) The DCPU should make available the resources and budget for one day orientation programme in urban areas and engage the NGOs and civil society organisation for facilitating the orientation.

### **3.2 Village Level Child Protection Committees (VLCPC)**

i) District Child Protection Unit will issue a letter to all Block Development Officer to initiate VLCPC formation process in the villages and nominate members as per the guideline by relevant authority. A copy of the letter should be sent to relevant authority as per the decision of DCPU.

ii) The VLCPC, member secretary will issue a letter to all Head of Panchayat and CDPO to initiate VLCPC formation in villages falling under the respective Panchayat. A copy of the letter should also be sent to the authority concerned for nominating member for VLCPC.

iii) It is advisable that the VLCPC invites all the Panchayat heads of respective blocks, CDPO, MOIC, School Inspector, Thana In-charges, NGOs and other relevant authorities to orient them about the VLCPC formation process. The representative of DCPU should be invited to orient the entire participants and guide them on the VLCPC formation processes as per the guideline. The support of NGOs can be taken here for orientation purpose.

iv) The timeline of 1-3 months is suggested for the formation of VLCPCs and report back the list of all VLCPC with the contact telephone numbers of member in the prescribed format.

v) The Head of Panchayat will be holding a small meeting with the Anganwadi worker, Teacher, elected representative of Village Panchayat, representative of DCPU, village headman and other relevant people at Panchayat headquarter or as per convenience to initiate the process of VLCPCs formation or other activities / plan of action.

vi) The Anganwadi worker or supervisor as member secretary of VLCPC will organise a village level meeting to inform about the VLCPC formation and its objective as per the guideline and PRI head will preside over the meeting to form VLCPC.

vii) The member secretary of VLCPC will maintain the data and records pertaining to all kind of Child protection issues to send the list of VLCPC through Panchayat Head to BDO.

viii) The information about formation of VLCPCs shall be reported by chairperson (VLCPC) to member secretary BLCPC immediately after the formation is completed for updates and record.

### **General Guidelines for Formation of Child Protection Committees**

i) Awareness on ICPS, its components and the importance of different level committees with the use of local print and electronic media. Local NGOs working on the child rights shall be requested to organise awareness campaigns.

ii) Forming a VLCPC at village level shall require support from local service provider and front line worker (HM, teacher, ANM, ASHA, Anganwadi worker) and civil society organisations (Local NGO, SHG, Mahila Mandal, Youth Club, etc.)

iii) Special drive could be executed to form VLCPC/WLCPC through Sansad Sabha /Gram Sabha /Ward Level meetings /Urban local body meetings in each of the district.

iv) DCPU shall consider the budgetary provision for formation of BLCPC/WLCPC and VLCPCs.

v) It is advisable that SCPS along with the Civil Society Organisations develop some IEC materials to be used by different committees.

## **4. Roles and Responsibilities of Different Child Protection Committees**

### **4.1 Block / Ward Level Child Protection Committees in Urban Area**

#### **4.1.1 Role and Responsibilities of Block Level Child Protection Committees (BLCPC)**

i) To prepare a block need assessment report on the status of children in the area broadly under two categories viz., 'Children in conflict/contact with law' and 'Children in need of care and protection' that should include disaggregated data/information as per prescribed format provided by DCPU. The District Need Assessment format and Block Need Assessment report will be provided by the SCPS.

ii) To conduct enquiries on specific problems/complaints arising out of discrimination, abuse, violation, atrocities against children (within a stipulated time frame) and to submit a report of findings and recommendations to the concerned authority with a copy to DCPU.

iii) To support VLCPC to prepare need assessment report.

iv) To promote and encourage the formation of children's collective or a Shishu Panchayat in the village which shall act as a forum that encourages children in the area to participate and voice their concerns and offer suggestions.

v) Facilitating VLCPC to regularly organise meeting as prescribed in the Periodic Meeting Section for VLCPC. Getting regular input, information from VLCPC and taking appropriate action and providing suggestions to VLCPC for protection of children and their rights.

vi) Maintain liaison between referral services and VLCPC.

vii) Organise capacity building and orientation for the VLCPC on Child Protection, Government schemes, programmes and services.

#### **4.1.2 Role and Responsibilities of Ward Level Child Protection Committees (WLCPC)**

i) To prepare a Ward Need Assessment Report on the status of children in the area broadly under the category 'children in difficult circumstances' that should include disaggregated data/information in the prescribed format provided by DCPU.

ii) Mapping of ward to identify most vulnerable children and encouraging parents for protection of children in the ward area.

iii) Orientation of people and children in the ward area on raising voices against any form of violence on children.

iv) Awareness rising in community to combat child trafficking, to prevent child marriages, child labour practices and migration of children for labour purposes. (Using deferent methodology)

v) Information to the appropriate authority for rescue of child labourer from domestic work, factories, dhabas or any other prescribed under CLPRA 1986 or Bonded Labour Act 1976.

vi) Awareness and sensitization of parents to send their children regularly to school.

vii) Time to time campaign, to raise awareness on child protection issues in ward.

viii) Submitting periodic report to the DCPU to appraise them about the key challenges, achievements and opportunities for child protection.

ix) Drafting annual child protection plan of ward area and appraising DCPU about the plan and seeking inputs.

x) Maintaining records of 'out of school and missing children' in the Ward.

xi) Forwarding applications to the DCPU of specific cases for referral services.

xii) Discouraging harmful practices that are against child protection for example sex selective abortion, child marriages, corporal punishment, Child Labour etc.

xiii) Promoting good practices, like birth registration, adhar card registration, and school enrolment, migrant register maintenance etc.



xiv) The WLCPC shall liaison with the DCPU for restoration and rehabilitation of rescued trafficked victims, orphan child and unaccompanied children. WLCPC to provide support on case to case basis in consultation with the DCPU.

xv) Community level foster care services as mentioned in ICPS shall be promoted by the WLCPC on case to case basis, if any child in need of foster care is present in the Ward. The DCPU will guide the WLCPC in consultation with SCPS in such cases.

xvi) Any other activities in the best interest of children and child protection.

xvii) Any such activities instructed/agreed upon by DCPU or SCPS for the child protection.

xviii) WLCPC may engage with the Resident Welfare Association, Chamber of Commerce and other likeminded civil society organisation for raising awareness on child protection issues in ward areas.

xix) To promote and encourage child participation and formation of Shishu Panchayat at Ward level/school level.

xx) To conduct enquiries on specific problems/complaints arising out of discrimination, abuse, violation, atrocities against children (within a stipulated time frame) and to submit a report of findings and recommendations to the concerned authority with a copy to DCPU.

xxi) To regularly organise meeting as prescribed in the Periodic Meeting section for WLCPC. Submitting Ward level Child Protection concern, meeting minutes and action taken report to DCPU and if any other report is sought by DCPU/SCPS.

xxii) Maintain liaison with the DCPU for referral services.

#### **4.2 Role and Responsibilities of Village Level Child Protection Committees (VLCPC)**

i) To prepare a Village Need Assessment Report on the status of children in the area broadly under the category 'children in difficult circumstances' that should include disaggregated data/information in the prescribed format provided by BLCPC.

ii) Mapping of villages to identify most vulnerable children and encouraging parents for protection of children in the villages.

iii) Maintain and regular update of a Children data base of the village.

iii) Orientation of community and children on raising voices against any form of violence on children.

iv) To make aware the next one villagers regarding various types of Child abuse, violation of Child right and how to protect them. Make them aware about the protective mechanism.

v) Immediately inform to the right sources for prevention, protection or rescue (whatever required) of a Child as soon as received information regarding any vulnerability or going to be traffic, child marriage etc.

iv) Awareness rising in community to combat child trafficking, to prevent child marriages, child labour practices and migration of children for labour purposes. (using deferent methodology)

v) Awareness and sensitization of parents to send their children regularly to school.

vi) Time to time campaign to raise awareness on child protection issues in villages.

vii) Submitting periodic report to the BLCPC to appraise them about the key challenges, achievements and opportunities for child protection.

viii) Drafting annual child protection plan of villages and appraising BLCPC about the need to finalise and implement the plan and seek inputs.

ix) Maintaining record of children in the villages, who are not attending schools, migrated out of village for work, missing children etc.

x) Forwarding application to the BLCPC of specific cases for referral services.

xi) Discouraging harmful practices that are against child protection, for example-sex selective abortion, child marriages, corporal punishment etc.

xii) Promoting good practices, like birth registration, Adhar card registration, school enrolment, migrant register maintenance.

xiii) The VLCPC should liaison with the BLCPC and DCPU for restoration and rehabilitation of rescued trafficked victims, orphan child and unaccompanied children. BLCPC to provide support on case to case basis in consultation with the DCPU.

xiv) Community level foster care services as mentioned in ICPS shall be promoted by the VLCPC on case to case basis, if any child in need of foster care is present in the villages. The BLCPC will guide the VLCPC in consultation with DCPU in such cases.

xv) Any other activities in the best interest of children and child protection.

xvi) Any such activities instructed by DCPU, BLCPC or SCPS for the child protection.

xvii) VLCPC may engage with the civil society organisation for raising awareness on child protection issues in villages.

xviii) To promote and encourage children participation and formation of 'children groups at village level.

#### **4.3 Periodic Meetings**

i) Quarterly meeting of BLCPC should be organised at a venue decided by the Member Secretary

- ii) Quarterly meeting of WLCPC shall be organised at a venue decided by the Member Secretary
- iii) Monthly meeting of the VLCPC shall be organised in the village, the venue shall be decided by Member Secretary. The venue should be a common place. The common place may be a school, Anganwadi centre, or any place within the village.

### **General Guidelines for Organising CPCs Meetings at Different Level**

- i) The Chairperson may convene an emergency meeting on immediate notice, if found necessary.
- ii) The Chairperson/member may place before the meeting any urgent item of business not included in the agenda.
- iii) The Chairperson or in his/her absence the Secretary may convene special meetings if written request is made by at least two-third of the members.
- iv) The duration of a sitting is dependent on the pendency of work before the Committee.
- v) The child protection committee meetings shall consist of at least half of the total members of the child protection committee and decision will be by majority of those present. The Chairperson has the power for casting vote in case of a tie.

## **4.4 Function of Office Bearers**

### **General Guidelines**

- Secretary of the respective child protection committee shall maintain the records and document of CPCs.

#### **i. Chairperson**

- To chair meetings of CPCs. The Chairperson of BLCPC and WLCPC will chair Quarterly meeting, whereas the Chairperson of the VLCPC will chair meeting on monthly basis.
- To preside over the meetings and exercise casting vote in case of a tie.
- To seek/mobilise funds for the conduct of the activities and programmes approved by the child protection committee and to make available such funds in a timely manner.
- To undertake all steps of secretary/treasurer in his/her absence.
- To ensure the reports are sent on time. VLCPC Chairperson will send report to BLCPC, whereas the BLCPC and WLCPC chairperson will send the report to DCPU.

#### **ii. Secretary/Convenor**

- Secretary will also work as a convenor to that ensures periodic meetings take place on time.
- To issue notices, invitations, letter of each meeting along with a copy of the proposed agenda to all members in advance.
- To maintain records of attendance and minutes of each meeting.
- To forward letter, reports to the concerned authorities on behalf of child protection committee through Chairperson.
- To perform the duties of the Chairperson in his/her absence.

- To pass and approve any bills and vouchers of the expenses made by CPC members.
- To report committee about the member absent for the last 3 meetings and follow up action
- To inform the CPC about the instruction received from DCPU.

### iii. Children Representative

- The Child Representative shall present the challenges, achievements and key concerns on child protection that children may be facing at villages.
- The Children Representative shall also present the education status, challenges and requirement for the children in the villages for child protection.
- The Children Representative can also present any individual cases in VLCPC or WLCPC.
- If any child wants to share individual cases to the BLCPC, an approval letter from the VLCPC will be required in such cases.

## 4.5 Authority and Limitation of Child Protection Committees

### i. Notification of Child Protection Committees

- **All Deputy Commissioner concern District will be responsible for formation and smooth functioning of the committees. The guideline will circulate among the stack holders of the district with an instruction of Deputy Commissioner as Chairperson of DCPC to constituted and functioning of the committee accordingly.**
- Name of the members appointed to this child protection committee should be made public by the competent authority.
- Effort should be made to display the list of VLCPC/WLCPC member in prominent places in the locality, so that children and parents can access the members or committee in case of any incidence for reporting.
- The BLCPC committee information should be made at a public place in Block office with contact number to register complaints regarding child protection issues.

### ii. Tenure of the Child Protection Committee and Vacancies

- The Committee shall have tenure of three years and the tenure of Chairperson and Members shall be co-terminus with the tenure of the Committee.
- A member and chairperson can hold office for a maximum of two consecutive terms.
- A member, at anytime, may resign from the membership or from any position s/he holds in the CPC by writing to the Chairperson/Secretary of the CPC.
- The CPC, by a resolution passed by the 3/4th of the total member's present and voting, shall have the power to issue show cause notice to the member not attending meeting for three consecutive times. Suspension or expulsion of any member from CPC can be done if 3/4th of the total members present in meeting (not less than half of the total member of CPC strength) find the show cause not the valid reason for absenteeism.

- The CPC, by resolution of 3/4th of the total member can expel or suspend the member on following ground also with a written notice,
  - Proof of misappropriation of funds or abuse of powers given under CPC,
  - Proof of involvement in or instigating any kind of neglect, abuse, violence or exploitation of children,
  - Convicted by any court of law,
  - Incapacitated to perform the duty due to insane or unsound mind.
  - The expulsion and suspension of any member will be limited to the authority as designated within the CPC only.
- No member shall be removed unless an opportunity is given to defend him/ her or prove his / her innocence. The copy of notice should also be shared and informed to the higher committee. In case of VLCPC / WLCPC, it should be informed to BLCPC, whereas in case of BLCPC it should be informed to DCPU.

#### **In Case of Vacancy in the Committee**

- The VLCPC will fill the vacancy in maximum two months' time.
- The WLCPC and BLCPC will fill the vacancy in maximum 3 months' time.
- The Chairperson and Secretary of CPC will take decision for filling the vacancy as per the CPC composition guideline.

#### **iii. Guideline for CPC in Case of Any Legal Issues**

The VLCPC, WLCPC and BLCPC should make distinction between the incidences of Child Protection. In case of any cognizable offence or the case under purview of any court/judiciary/CWC/JJB, the CPC shall not intervene, organise arbitration or negotiation. In case of any such incidence the DCPU shall be contacted for advice. The DCPU shall take the advice from the legal/probation officer working in the DCPU structure.

### **5. Referral Mechanism for Child Protection Committees**

The different Child Protection Committees will respond the issues of child protection within their authority and will refer the cases, incidences to the different suggested referral mechanism as given below:

i. **Education or corporal punishment or abuse in school premises** - Forward complain/necessary suggestion/letters of enquiry to the BEO/DEO with a copy to the DCPU, DM, Directorate of education, SCPS and to the competent authority under the JJ Act. However the Committee, before initiating above steps should talk to the School Management Committee to resolve the matter.

ii. **Health** - Contact the PHC/CHC/Sub-Centre and forward a copy to the CMO, DM, DCPU, WBSCPS/Competent authority under the JJ ACT.

iii. **Transport** - RTO/ASTC with a copy to the DM, DCPU, SCPS/Competent authority under the JJ ACT.

iv. **Child Protection** - In case of issues relating to Children in Need of Care and Protection: CWC/ Childline /Local Police (Juvenile/Child Welfare Officer)/DCPU; and in case of Child in Conflict/Contact with Law contact the JJB/local police (Juvenile/Child Welfare Officer)/ DCPU, with a copy to the Competent authority under the JJ ACT. CWC, JJB may direct CPCs to facilitate monitoring and follow-up process of cases and CPCs should act accordingly.

v. **Child labour** - Labour Inspector, Local police (Juvenile/Child Welfare Officer)/ SJPU, CWC/JJB, Child Line, District Magistrate, District Child Labour Task Force/labour commissioner with a copy to the DoL/DCPU/SCPS/Competent authority under the JJ ACT.

vi. **Child Marriages** - The Police/ SHO, Child Marriage Prohibition Officer, First Class Judicial Magistrate or Metropolitan Magistrate (PM), Child Welfare Committee, Child Line, District Magistrate with a copy to DCPU/SCPS/Competent authority under the JJ ACT.

vii. **Child Trafficking** - F.I.R to be filed in the police station which has the jurisdiction in the source point, the transit point and at the destination point, First Class Judicial Magistrate or Metropolitan Magistrate, Child Welfare Committee, Child Line, District Magistrate with a copy to DCPU/SCPS/Competent authority under the JJ ACT.

## 11. Role of Different Referral Bodies

1. **CHILDLINE** is a 24 hour emergency phone outreach service for children in need of care and protection. It also links children in need of care and protection to long-term services for rehabilitation. The CHILDLINE India Foundation (CIF) is the central nodal agency for setting up and monitoring the CHILDLINE service. Additionally, CIF is responsible for undertaking process documentation and research, awareness campaigns and advocacy on issues related to strengthening the Child line service in the country.

2. **Child Welfare Committees (CWCs)**: The Juvenile Justice (Care and Protection of Children) Act, 2015 makes it mandatory to establish one Child Welfare Committee in each district as the final authority to dispose of cases for the care, protection, treatment, development and rehabilitation of children in need of care & protection to protect their rights.

3. **Juvenile Justice Boards (JJBs)**: The Juvenile Justice (Care and Protection of Children) Amendment Act, 2015 makes it mandatory to have one Juvenile Justice Board in each district to deal with matters relating to juveniles in conflict with law.

4. **Special Juvenile Police Units (SJPUs) and Child Welfare Officers**: The Juvenile Justice Act 2015 provides for setting up Special Juvenile Police Units in every district and city to coordinate and upgrade the police interface with children.

5. **District Child Protection Unit (DCPU)**: Every district have a District Child Protection Unit (DCPU) as a fundamental unit for implementation at State and District level respectively. The District Magistrate will be the Chairperson of the DCPU. The DCPU shall contribute to effective implementation of child protection legislations, schemes and achievement of child protection goals laid out in the National Plan

of Action for Children. In doing so, the DCPU shall follow national and state priorities, rules and guidelines.

**6. State Child Protection Society (SCPS):** Every State/UT shall have a State Child Protection Society (SCPS) under the Chairpersonship of the State Secretary dealing with ICPS to monitor the implementation.

**7. Panchayat** is a watchdog of the village and pivotal agency for unleashing comprehensive rural development including the child development programmes and creating a child rights environment in the village. Members and President of the panchayat are integral part of the Child Protection Committees so that the issues and concerns of child protection from each village reported and addressed. The functions of the gram panchayat include local-level planning and the implementation of various development programmes. Panchayat members form subcommittees (*upa-samitees*) then plan and monitor the different types of development work taken up by the grampanchayat.

## 6. Monitoring

### 6.1 Monitoring Mechanism

- i. The DCPU shall develop standard reporting format for the BLCPC/WLCPC and VLCPC.
- ii. The VLCPC shall report the filled in format to BLCPC in each quarter.
- iii. The WLCPC and BLCPC to report in each 3 months or as prescribed by DCPU.
- iv. The Competent authority shall make monitoring visit to the village, block to discuss and support them on child protection plan.
- v. The DCPU shall build capacity of different CPCs on child tracking and reporting
- vi. The DCPU shall maintain the record of VLCPC and BLCPC/WLCPC with updated contact list and their plan.
- vii. Periodic visit shall be made by competent authority to encourage CPC to work efficiently.
- viii. The report received from the CPC shall be analysed by the DCPU for action and timely referral services. The support from CSOs can be taken if necessary.
- ix. Annual Assessment of CPCs plan should be conducted by the DCPU to find the progress and necessary action before developing new annual action plan. The format shall be developed by SCPS for annual assessment.

### 6.2 Reporting by CPCs

- i. Quarterly progress report should be sent to DCPU by BLCPC/WLCPC.
- ii. Quarterly progress report should be sent to BLCPC by VLCPC.
- iii. The reporting format shall be developed by DCPU for VLCPC and BLCPC/WLCPC.

## 7. Training and Capacity Building of Child Protection Committees / Members

The child protection committees once constituted shall undergo training/ sensitization on Child Rights, on the role & responsibility of CPC and other matter incidental thereto, which will be organised by SCPS or through District Child Protection Unit/Committee directly or in collaboration with local NGOs & training cell of state government/ regional training centre of NIPCCD. The training and orientation should be organised regularly, at least once a year. The following are few suggested topic for training of CPCs.

- Child Rights - UNCRC and Constitutional Rights
- Identification of vulnerable children
- Mapping exercise
- Planning and Budgeting exercise
- Referral mechanism
- Government schemes and services
- Exposure visit of CPC members
- Code of Conduct

## 8. Child Protection Code of Conduct and Accountability Mechanism

It is important for all the CPC members in contact with children to:

ALWAYS	NEVER
<p>a. Listen to and respect children, empower them and let them participate in planning and delivering activities as much as possible</p> <p>b. Be aware of situations which may present risks and manage them</p> <p>c. Ensure that a sense of accountability exists between members so that poor practice or potentially abusive behaviour does not go unchallenged</p> <p>d. Talk to children about the importance of their views and encourage them to raise any concerns</p> <p>e. Empower children – discuss with them their rights, what is acceptable and unacceptable, and what they can do if there is a problem.</p> <p>f. Takes seriously any concerns raised</p> <p>g. Takes positive steps to ensure the protection of children who are the subject of any concerns</p> <p>h. Acts appropriately and effectively in instigating or co-operating with any subsequent process of investigation is guided through the child protection process by the principle of “best interests of the child”</p> <p>i. Listens to and takes seriously the views and wishes of children</p> <p>j. Works in partnership with parents/carers and/ or other professionals to ensure the protection of children.</p> <p>k. Ensure that a culture of openness exists to</p>	<p>a. Hit or otherwise physically assault or physically abuse children.</p> <p>b. Develop physical/sexual relationships with children.</p> <p>c. Develop relationships with children who could in any way be deemed exploitative or abusive.</p> <p>d. Act in ways that may be abusive or may place a child at risk of abuse.</p> <p>e. Use language, make suggestions or offer advice, which is inappropriate, offensive or abusive.</p> <p>f. Behave physically in a manner which is inappropriate or sexually provocative.</p> <p>g. Sleep in the same room or bed as a child with whom they are working.</p> <p>h. Ask children to do things that they can do themselves.</p> <p>i. Condone, or participate in, behaviour of children which is illegal, unsafe or abusive.</p> <p>j. Act in ways intended to shame, humiliate, belittle or degrade children, or otherwise perpetrate any form of emotional abuse.</p> <p>k. Discriminate against, show differential treatment, or favour particular children to the exclusion of others.</p> <p>l. Take part in or promote sex selective</p>



<p>enable any issues or concerns to be raised or discussed</p> <p>I. Empower children – discuss with them their rights, what is acceptable and unacceptable, and what they can do if there is a problem.</p>	<p>abortion, child marriages, corporal punishment, Child Labour etc.</p>
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## 9. Annexure

### 9.1 Meeting Minute Reports/Reporting to Authority and Linkage with Higher Level

This is a suggestive format for CPCs to use in documenting the discussions of the meeting. Filling out this information, ensures that there is a record of the meeting and helps CPCs work out in following up on the points discussed in the meeting. An orientation should be given to the Member Secretary of the village/ward/block CPCs to understand how to use and fill out this form.

### 9.2 Protection Risks/Incidents/Vulnerability Matrix (for CPCs)

This is a suggested matrix for CPCs to use in documenting individual cases and/or overall child protection vulnerabilities in the community. Filling out this information, ensures that there is a record of an incident and helps CPCs work out different ways to address issues. The matrix can also be referred to when following up on cases. An orientation should be given to the Member Secretary of the village/ward/block CPCs to understand how to use and fill out this form.

### 9.3 Role of Different Referral Bodies

CHILDLINE, Child Welfare Committee, Juvenile Justice Board, DCPU, SCPS, Special Juvenile Police Unit, NGOs/CSOs and Panchayat Office.

### 9.4 Child Protection Committee minutes

Child protection committees is part of a community based approach that aims for identifying Child Protection issues in general and children/ families in need of special care. Meeting takes place once in a month during normal time and twice in a month during emergency for VLCPC. In case of WLCPC and BLPCPC Quarterly meeting should be organised at venue decided by Member Secretary. Child protection committees work as a referral for children in case of any issues of child protection emerges in the community. They address issues with the community, parents, school, local administration and Panchayat participation.

The village level issues are solved through the participation of communities. However many issues also need to be addressed by district level authorities for sustainability. Clear lines of linkage need to be established between villages and district bodies. The District Child Protection Unit (under ICPS) will become a referral for village level Child Protection Committees. Linking Child Protection Committees with District Child Protection Unit will empower more child protection initiatives in villages. Apart from DCPU other referral (Child Line, CWC, DWO, PRI head, Administration) should be used. CPC can invite any Government functionaries or stakeholders during meeting for interaction and understanding about the services available.

**Note for Child Protection Committee Member Secretary:**

- The minutes should be written in format below.
- Any issue should be discussed in detail.

The CP issues need to be discussed in the pattern of Why, How, Where and what need to be done.

- Solution proposed by the CPC should be written clearly.
- After writing of minutes, it should be loudly read to the CPC and then signed by secretary or person heading the meeting from CPC.

**Meeting No.....Date of the Meeting.....Venue of the meeting .....**

*Minutes for Village level Child protection Committee*

*Name of the person writing minutes of meeting:*

*Updates on previous issues raised and progress made:*

*Protection risk/incident:*

*Progress made:*

*Further Recommendation:*

*Meeting Agenda for Today's Meeting*

**Issues raised and discussed in today's meeting**

Protection risk/incident: (Ask If any incident of CP reported in between last meeting in village)

CPC Secretary..... Chairperson.....

Capacity within the Community:

(Discuss about the Capacity within the CPC & community to minimize risk)

Solutions proposed by CPC

(Write the alternatives discussed as solutions and the final decision taken as measure minimize risk)

Urgent follow up and action

(Write about the role of CPC/Community Mobilise/NGO role in follow up to minimize risk)

What was the issue of CP discussed by the Community Mobilise Today

(Discuss one issue of CP with CPC to aware & sensitise them)

Chairperson.....

CPC Secretary.....

Meeting No....

Date of the Meeting.....

Venue.....

Sl.	Name of male Member present	Signature
1		
2		
	Name of the Member absent	Reason
1		
2		

Sl.	Name of Female Member present	Signature
1		
2		
	Name of the Member absent	Reason
1		
2		

CPC Secretary.....

CPC President.....

## 9.5 PROTECTION RISKS/INCIDENTS/ VULNERABILITY MATRIX (FOR CPCs)

CPC.....

Date.....

Location.....

Protection Risks / Incidents	Causes	Capacities within the community	Solutions proposed by group (CPC, Children's Groups etc.)	Important issues to be addressed as expressed by the concerned children / families	Urgent follow up actions

**10. Budget CPCs**

a. All fund will be disburse as per ICPS norms.

b. Fund for holding meeting or any other miscellaneous expenditure made by the committees will be provided from DCPU. DCPUs will propose SCPS separately for BLCPC & VLCPC for the possible cost of fund on half yearly / annum basis. Accordingly SCPS will release required fund for BLCPC & VLCPC. UC will be submitted by DCPOs with supportive document.

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