

DRAFT

# District Child Protection Unit

Module  
2





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## Abbreviations

BBBP	Beti Bachao Beti Padhao
BDO	Block Development Officer
BLCPC	Block Level Child Protection Committee
CCI	Child Care Institutions
CCL	Children in Conflict with Law
CDPO	Child Development Project Officer
CMO	Chief Medical Officer
CNCP	Children in Need of Care and Protection
CPC	Child Protection Committees
CWC	Child Welfare Committee
DCPC	District Child Protection Committee
DCPO	District Child Protection Officer
DCPS	District Child Protection Society
DCPU	District Child Protection Unit
DIET	District Institute of Education and Training,
DM	District Magistrate
ICDS	Integrated Child Development Services
ICPS	Integrated Child Protection Scheme
JJA	Juvenile Justice Act
JJB	Juvenile Justice Board
LPO	Law and Protection Officer
NCPCR	National Commission for Protection of Child Rights
NGO	Non-governmental Organisations
NIOH	National Institute for Orthopedically Handicapped
PAP	Prospective Adoptive Parent
POCSO	Protection of Children from Sexual Offences
SAA	Specialised Adoption Agencies
SARA	State Adoption Resource Agency
SCERT	State Council of Educational Research and Training
SCPS	State Child Protection Society
SCPU	State Child Protection Unit
SFCAC	Sponsorship and Foster Care Approval Committee
SJPU	Special Juvenile Police Unit
UNCRC	United Nations Convention on the Rights of a Child
VLCP	Village Level Child Protection Committee





## District Child Protection Unit .....

### Overview

District Child Protection Society (DCPS), which is responsible for the setting up and functioning of the District Child Protection Unit (DCPU) is the fundamental unit for implementation of the Child Protection scheme in every district and is chaired by the District Magistrate (DM) or the Chairman, Zila Parishad. This has been included in the JJ Act 2015 (Section 2 (26): “DCPU” means a Child Protection Unit for a District, established by the State Government under Section 106, which is the focal point to ensure the implementation of this Act and other child protection measures in the district; Under the DCPU are child protection committees at the local levels:

- ◆ Block Level Child Protection Committee (BLCPC) is under the chairmanship of the Block/Ward Level elected representative with the Block Development Officer (BDO) as Member Secretary. It is responsible for recommending and monitoring the implementation of child protection services at the block level.
- ◆ Village Level Child Protection Committee (VLCPC) will be under the chairmanship of the head of the Gram Panchayat. It is responsible for recommending and monitoring the implementation of child protection services at village level.

DCPU is the implementing body of the Juvenile Justice (Care and Protection) Act, 2015 and the Integrated Child Protection Scheme (ICPS) in a district. This section describes the definition, structure and functioning of the DCPU and the milieu in which it operates. It gives the reader/participant an understanding of its overall functions, line departments associated with it, officials and statutory bodies with which the DCPU coordinates and the specific roles and responsibilities that the DCPU officials are entrusted with.

At the end of this section few exercises and case studies are given for the readers/ participants to recap the learning along with a note for the facilitator.

### Objectives



At the end of the module, participants will be able to:

- ◆ Structure of the DCPU
- ◆ Functions of the DCPU under JJ Model Rules 2016
- ◆ Functions of the DCPU under ICPS
- ◆ Responsibilities under POCSO Rules 2012
- ◆ Specific roles and responsibilities of DCPU officials and staff

## Session 1

# Introduction to DCPU and its structure



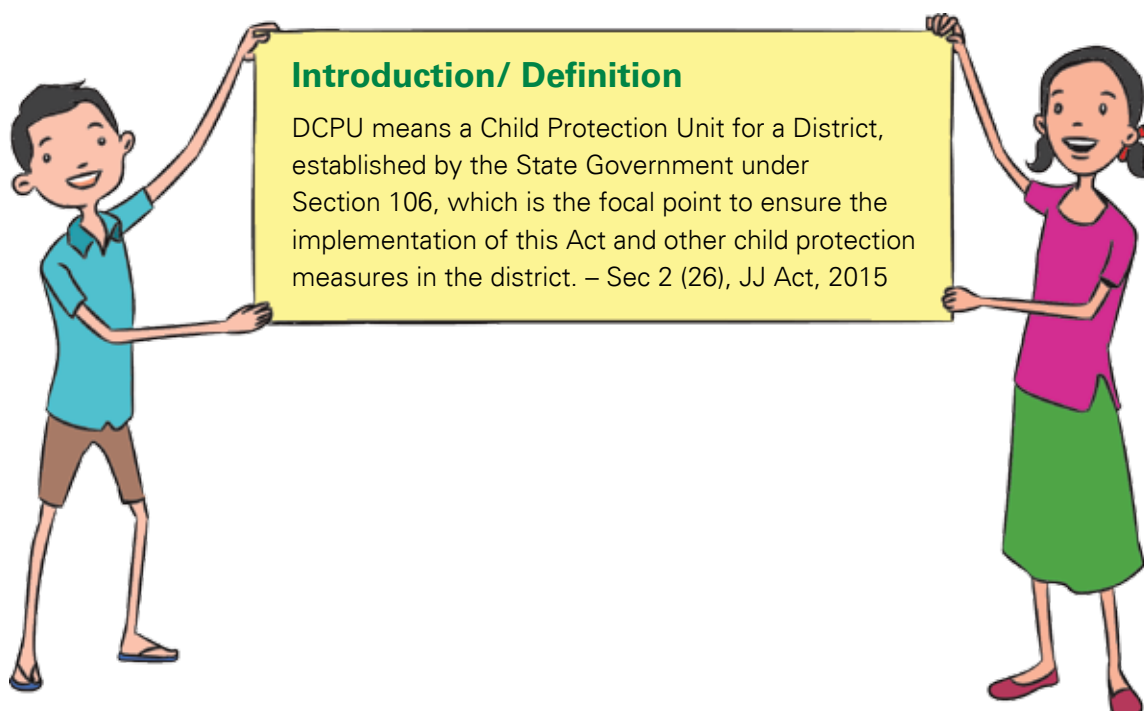
Time

120 Minutes



## Step 1

Ask the participants to define 'District Child Protection Unit' and its structure.



## Structure and functionalities

DCPU is a fundamental unit for the implementation of the Juvenile Justice (Care and Protection) Act and the ICPS scheme. It is responsible for coordinating and implementing all child rights and protection activities at district level. The DCPU functions under the overall administrative control and supervision of the DM of the concerned district, who is also the co-chairperson of District Child Protection Committee (DCPC). The District Child Protection Officer (DCPO) is the nodal person in the DCPU. Other key functionaries include the Protection Officer (Institutional Care), Protection Officer (Non-Institutional Care), Legal cum Probation Officer, Social Workers, Counsellors and Outreach Workers.

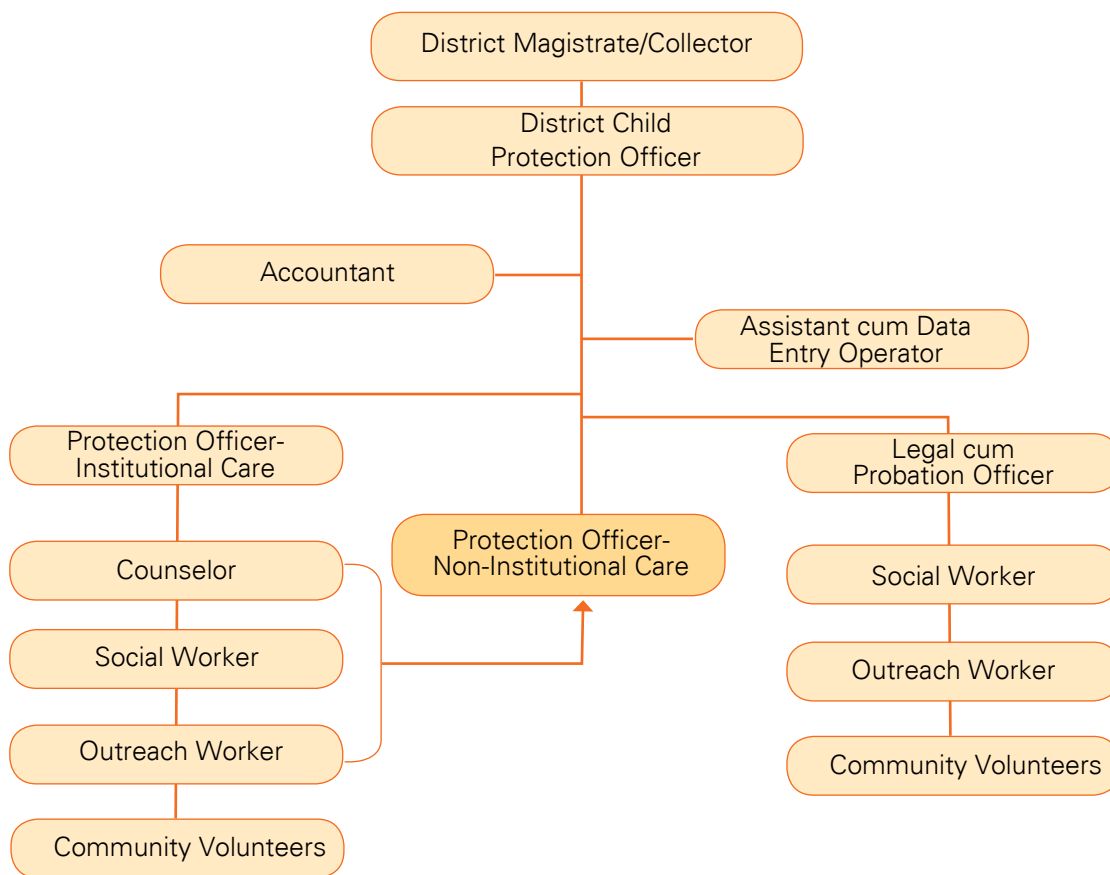


## Activity: Puzzle game

Divide the participants in three groups. The flow chart given below will be cut into small pieces and each group will be provided one piece of the flow chart. The groups need to prepare the flow chart by joining these pieces and present the completed flow chart to the larger audience.



**Fig 1: Structure of the DCPU**



**Step 2: Ask the participants, what are the functions of DCPU?**



**Activity: Group Work**

Divide the participants in four groups and allot one topic to each of the groups. The groups have to work on the topic, prepare charts and present the various functions performed by DCPU. After the presentation by each group, discussion is to be generated with the help of pointers listed below to summarise the overall functions of DCPU.

**Functions of DCPU**

**A. Responsibilities under Juvenile Justice (Care and Protection of Children) Model Rules, 2016**

**B. Functions under ICPS**

**C. DCPU's nodal role in non-institutional care for children**

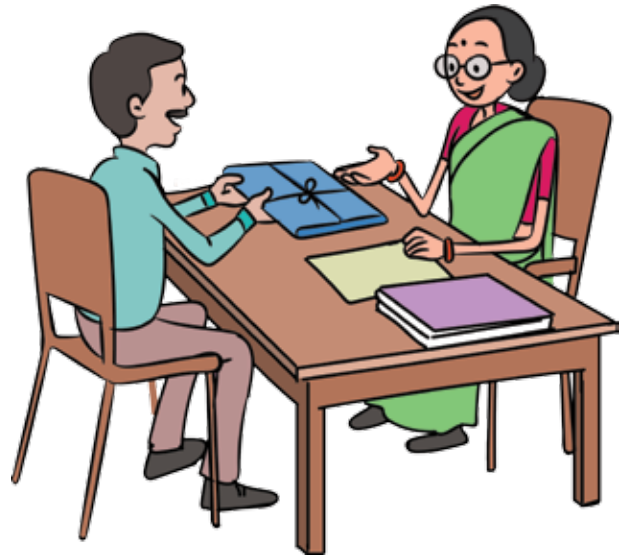
**D. Responsibilities under POCSO Rules, 2012**

## Responsibilities under Juvenile Justice (Care and Protection of Children) Model Rules, 2016

The DCPU shall perform the following functions:

### Reporting and Review

1. Maintain report of quarterly information sent by the Juvenile Justice Board (JJB) about children in conflict with law (CCL) produced before the Board and the quarterly report sent by the Child Welfare Committee (CWC).
2. Conduct review of the child placed in a Place of Safety every year and forward the report to the Children's Court.
3. Submit a monthly report to the State Child Protection Society (SCPS).
4. Notify the State Government about a vacancy in JJB, CWC six months before such a vacancy arises.
5. Review reports submitted by Inspection Committees and resolve the issues raised through coordination among the stakeholders.



### Coordination and Liaising

1. Ensure inter-departmental coordination and liaise with relevant departments of the State Government and SCPS and other DCPUs in the State.
2. Network and coordinate with civil society organisations working under the Act.
3. DCPU shall maintain and make available to the JJB a panel of psychologists or psycho-social workers or other experts who have the experience of working with children in difficult circumstances for assisting the Board in conducting a preliminary assessment in case of heinous offences.
4. Generate awareness and organise and conduct programmes for the implementation of the Act including training and capacity building of stakeholders under the Act.
5. Organise quarterly meeting with all stakeholders at district level to review the progress and implementation of the JJ Act.



## Maintaining Database

1. Maintain a list of persons who can be engaged as monitoring authorities and send the list of such persons to the Children's Court along with bi-annual updates.
2. Maintain a record of runaway children from Child Care Institutions (CCIs).
3. Maintain a district level database of missing children found and placed in institutional care and uploading the same on designated portal of children placed in Open Shelter and in Foster Care.
4. Maintain a database of CCIs, specialised adoption agencies (SAA), Open Shelter, Fit Persons and Fit Facilities, registered foster parents, after care organisations and institutions etc. at the district level and forward the same to the JJB, CWC, Children's Courts and SCPS as the case may be.
5. Maintain a database of medical and counselling centres, de-addiction centres, hospitals, open schools, education facilities, apprenticeship and vocational training programmes and centres, recreational facilities such as performing arts, fine arts and facilities for children with special needs at the district level and forward the same to JJB, CWC, Children's Courts and SCPS.
6. Maintain a database of special educators, mental health experts, translators, interpreters, counsellors, psychologists or psycho-social workers or other experts who have experience of working with children in difficult circumstances at the district level and forward the same to the JJB, the CWC, Children's Court and SCPS.



## Identification and Assessment

1. Identify families at risk and children in need of care and protection (CNCP).
2. Assess the number of children in difficult circumstances and create district-specific databases to monitor the trends and patterns.
3. Periodic and regular mapping of all child related services at district level for creating a resource directory and making the information available to the CWCs and the JJBs from time to time.
4. Facilitate the implementation of non-institutional programmes including sponsorship, foster care and after care as per the orders of the JJB or the CWC or the Children's Court.
5. Facilitate the transfer of children at all levels for their restoration to their families.



## Other Major Responsibilities

1. Arrange for individual or group counselling and community service for children.
2. Conduct follow up of the individual care plan prepared on the direction of the Children's Court for 16-18 year old children found to be in conflict with law for committing heinous offence.
3. Inquire into, seek reports and take action in cases of death or suicide in CCIs and under other institutional care and submit the reports to the SCPS.
4. Look into the complaints and suggestions of the children as contained in the children's suggestion box and take appropriate action.
5. Be represented on the Management Committees within the CCIs.
6. Provide secretarial staff to the CWCs and the JJBs.
7. Where a child has to be sent or repatriated to another district or state or country at the direction of CWC, DCPU shall take necessary permission as may be required, such as approaching the Foreigners Regional Registration Offices and Ministry of External Affairs for a no-objection certificate, contacting the counterpart Committee, or any other voluntary organisation in the other district or state or country where the child is to be sent.
8. During the inquiry, if it is found that the child hails from a place outside the jurisdiction of JJB or CWC, then based on the transfer order, the DCPU sends the information of transfer to the appropriate JJB and CWC having jurisdiction over the area where the child is ordered to be transferred.
9. DCPU shall provide funds for the restoration of the child, including travel and other incidental expenses.
10. Conduct all other functions necessary for effective implementation of the JJ Act including liaising with community and corporates for improving the functioning of CCIs.





## Step 3: What are the functions of DCPU under ICPS?

### Functions under ICPS includes

#### Identification

1. Identify families at risk and CNCP through effective networking and linkages with the ICDS functionaries, SAAs, non-governmental organisations (NGOs) dealing with child protection issues and local bodies, viz. Panchayati Raj Institutions and Urban Local Bodies, etc.
2. Identify and support credible voluntary organisations to implement ICPS programme components.



#### Implementation

1. Contribute to effective implementation of child protection legislations, schemes and achievements of child protection goals laid out in the National Plan of Action for Children. In doing so, the DCPU will follow national and state priorities, rules and guidelines.
2. Ensure effective implementation of JJ Act at the district/city levels by supporting creation of adequate infrastructure, viz. setting up JJBs, CWCs, Special Juvenile Police Units (SJPU) in each district and homes in a cluster of districts as required.
3. Ensure setting up of District, Block and Village level Child Protection Committees (CPCs) for effective implementation of programmes, as well as discharge of its functions.
4. Facilitate transfer of children at all levels for either restoration to their families or placing them in long or short-term rehabilitation through sponsorship, kinship care, in country adoption, foster care, inter-country adoption and placement in institutions.
5. Facilitate effective implementation of other legislations for child protection in the district, viz. Hindu Adoption and Maintenance Act (HAMA) 1956; Guardians and Wards Act (GAWA) 1890; Child Labour (Prohibition and Regulation)

Amendment Act, 2016 ; Prohibition of Child Marriage Act, 2006 and Immoral Traffic Prevention Act 1986, Pre-Conception and Pre-Natal Diagnostic Techniques (Prohibition of Sex Selection) Act 1994, Protection of Children from Sexual Offences Act, 2012, Commissions for Protection of Child Rights Act, 2005 etc. and any other Act that comes into force for protecting child rights.

### Monitoring and Supervision

1. Develop parameters and tools for effective monitoring and supervision of ICPS in the district;
2. Supervise and monitor all institutions/agencies providing residential facilities to children in district.

### Other Major Responsibilities

1. Train and build capacity of all personnel (Government and Non-government) working under child protection system to provide effective services to children.
2. Organise quarterly meeting with all stakeholders at district level including Child Line Services, SAA, superintendents of homes, NGOs and members of public to review the progress and achievements of child protection activities.
3. Liaison with the SCPS, State Adoption Resource Agency (SARA) and DCPUs of other districts.
4. Provide secretarial support to the DCPC.

5. Maintain a database of all children in institutional care and non-institutional care the district level. This Data Management System will ultimately be uploaded onto a comprehensive, integrated, live database - 'Track Child' for children in care and in need of care in the country. -



6. Network and coordinate with all government departments to build inter-sectoral linkages on child protection issues, including Departments of Health, Education, Social Welfare, Urban Basic Services, Backward Classes and Minorities, Youth Services, Police, Judiciary, Labour, State AIDS Control Societies, among others.



7. Network and coordinate with voluntary and civil society organizations working in the field of child rights and protection.

The ICPS supports the creation of a Sponsorship and Foster Care Fund that will be placed at the disposal of the DCPU. Every district shall have a Sponsorship and Foster Care Approval Committee (SFCAC) to review and sanction Sponsorship (for preventive settings only) and Foster Care Fund. The SFCAC shall meet every month and within three months dispose off a case from the date of the receipt of the application. The composition of SFCAC will include:

- i. District Child Protection Officer - Chairperson
- ii. Protection Officer (Non-Institutional Care) - Member
- iii. Chairperson/Member, Child Welfare Committee - Member
- iv. Representative of SAA - Member
- v. Representative of a Voluntary Organisation working in the area of Child Protection - Member

Sample of Government order for setting up of a SFCAC in Bihar<sup>1</sup> can be seen as a reference. SFCAC guidelines from Jharkhand<sup>2</sup> can also be seen.



## Step 4: DCPU's nodal role in non-institutional care for children

**Ask the participants what are the nodal roles of DCPU in non-institutional care?**

Listen to the responses and explain with the help of the following note.

### Foster Care

- ◆ As per Model Guidelines for Foster Care 2016, district administration through the DCPU plays a very critical role in the implementation of Foster Care and ensuring that children are safe in the foster families.
- ◆ DCPU shall be the nodal authority for implementing the Foster Care Programme in a district.
- ◆ Children in need of care and protection who are living in community may also be considered for placement in Foster Care based on the child study report prepared by the DCPU.
- ◆ It shall prepare a Home Study Report of the foster family and submit to the CWC before the Committee places the child in Foster Care.
- ◆ Create awareness on the Foster Care Programme.
- ◆ Recruit families from the community who are willing to take on the responsibility of foster
- ◆ Care and maintain a list of identified foster families with addresses.
- ◆ Select foster families based on criteria approved by the concerned state department and build their capacities.



<sup>1</sup> [https://www.cpmis.org/data/Acts\\_Rules/Sponsorship\\_guideline\\_Bihar\\_2018.pdf](https://www.cpmis.org/data/Acts_Rules/Sponsorship_guideline_Bihar_2018.pdf)

<sup>2</sup> [http://alternativecareindia.org.in/downloads/Laws/Jharkhand\\_Sponsorship\\_Guideline.pdf](http://alternativecareindia.org.in/downloads/Laws/Jharkhand_Sponsorship_Guideline.pdf)

- ◆ DCPU, while selecting a foster family shall consider the following - (i) both the spouses must be Indian citizens; (ii) both the spouses must be willing to foster the same child; (iii) both the spouses must be above the age of 35 years and must be in good physical, emotional and mental health; (iv) ordinarily the foster family should have an income with which they are able to meet the needs of the child; (v) medical reports of all the members of the foster family residing in the premises should be obtained including reports for Human Immuno Deficiency Virus (HIV), Tuberculosis (TB) and Hepatitis B etc. to determine that they are medically fit; and (vi) the foster family should have adequate space and basic facilities.
- ◆ It shall maintain a record of each child in Foster Care.
- ◆ Prepare a home study report of a prospective foster family after at least two home visits,
- ◆ Interviews with the foster parents and others in the household.
- ◆ DCPU, while selecting Group Foster Care setting shall consider following criteria – (i) registration of the group setting under the Act; (ii) recognition as a fit facility by Committee; (iii) existence of child protection policy; and (iv) sufficient space and proper amenities for children.
- ◆ Maintain a detailed case history of each child in an appropriate format prescribed under the Implementation Manual of the ICPS.
- ◆ Provide counselling to the family and to the child in order to prepare them for the placement as well as to deal with any ongoing problems they may have.
- ◆ The Outreach Worker will visit each family at least once a week for the first month followed by monthly visits of which records are maintained.
- ◆ Maintain quarterly supervision reports for each child and that should be treated as Confidential.
- ◆ Monitor and evaluate the programme.
- ◆ Special efforts shall be made to ensure either Foster Care or sponsorship for children infected and affected by HIV/AIDS and children affected by disaster and natural calamities.
- ◆ Procedure for sanction and release of funds under the Foster Care Programme.
- ◆ Foster Care Programme shall be carried out in line with the provisions laid down under the Juvenile Justice (Care and Protection of Children) Act 2000 (Amendment Act 2006) and its Rules notified by the Central and State Governments.
- ◆ The quantum of Foster Care will be of Rs.750/- per month per child and would be subject to conditions laid down in the ICPS Implementation Manual to be prepared by the Ministry of Women and Child Development.



<https://cdn.s3waas.gov.in/s320f07591c6fcb220ffe637cda29bb3f6/uploads/2018/05/2018051693.pdf>





## Step 5: Sponsorship

- ◆ DCPU shall implement the Sponsorship Programme as per the Model Rule (25).
- ◆ Creation of a panel: It shall provide a panel of persons or families or organisations interested in sponsoring a child and shall forward the panel to the JJB, the CWC or the Children's Court.
- ◆ The JJB or the CWC or the Children's Court may suo moto, or based on an application received in that behalf, consider the placement of a child under sponsorship for which purpose it shall verify from the panel whether a sponsor is available to support such child and pass an order for placement of the child under sponsorship in Form 36 of the Model Rules.
- ◆ In case of individual sponsorship, it shall open an account in the name of the child to be operated preferably by the mother. The money shall be transferred directly from the bank account of the DCPU to the bank account of the child.



### **Procedure for sanction and release of funds under the Sponsorship Programme**

- ◆ The quantum of sponsorship will be Rs.500/- per month per child and would be subject to conditions laid down in the ICPS Implementation Manual to be prepared by the Ministry of Women and Child Development.
- ◆ The Sponsorship and Foster Care Approval Committee shall have the authority to seek relevant documents, including a home and school enquiry report from a Social Worker or Outreach Worker of the DCPS/SAA, to determine need for sponsorship assistance.
- ◆ The duration of the sponsorship support shall be decided on a case to case basis by the Sponsorship and Foster Care Approval Committee, and shall not exceed three years except under exceptional circumstances.
- ◆ The sponsorship support shall be for a maximum of two children per family.
- ◆ The supervision of children and families shall be undertaken by the DCPS and shall include quarterly home and school visits.
- ◆ All sponsored children of school going age shall regularly attend formal schooling unless under special instances of disability or illness of the child, which shall be verified by the DCPS.
- ◆ Families receiving sponsorship grant shall have access to counselling support.
- ◆ If at any point of time the child has to be institutionalised the sponsorship assistance shall be discontinued.
- ◆ Sponsorship assistance is suspended immediately, if the school going child is not found to be regularly attending school.
- ◆ Families availing cash assistance under any other schemes of Central/State Governments will not be entitled to this assistance.

## Adoption

Role of DCPU and District Administration (Adoption Regulations 2017)

- ◆ Identify orphaned, abandoned and surrendered children in the district. Have them declared legally free for adoption by CWC with the help of SAA or CCI, wherever required.
- ◆ Support CWC in preparing the data relating to children declared legally free for adoption
- ◆ Provide support in maintaining a centralised (state-specific) web-based database of prospective adoptive parents.
- ◆ Advertise the particulars of an orphan or abandoned child. The CWC, after considering the risk factors, and in the best interest of the child, may direct the DCPU to advertise the particulars and photograph of an orphan or abandoned child in a national newspaper with wide circulation within three working days from the time of receiving the child and also ensure entry of data in the designated portal in its missing or found column by the concerned CCI or SSA.
- ◆ In case the child is from another State, the publication shall be done in the known place of origin of the child in the local language and such publications shall be facilitated by SARA concerned.
- ◆ Wherever DCPU is not functional, the DM concerned shall get such advertisement issued.
- ◆ Submission of report in case the biological parents or legal guardian cannot be traced, despite the efforts specified in sub-regulations (6) to (8), the DCPU shall accordingly submit a report to the CWC within 30 days from the date of production of the child before the CWC.



## After Care

- ◆ The DCPU shall prepare and maintain a list of organisations, institutions and individuals interested in providing after care as per their area of interest such as education, medical support, nutrition, vocational training and the same shall be forwarded to the JJB, the CWC and all CCIs for their record.
- ◆ DCPS shall identify suitable voluntary organisations that will run such After Care Programmes. These organisations shall formulate an After Care Programme for these children for a period of three years in accordance with the provisions laid down under the Juvenile Justice (Care and Protection of Children) Act 2000 and its rules developed by Central and State Governments. Some of the key components may include:
  - i. Community group housing on a temporary basis for groups of 6-8 young persons;
  - ii. Encouragement to learn a vocation or gain employment and contribute towards the rent as well as the running of the home;
  - iii. Encouragement to gradually sustain themselves without state support and move out of the group home to stay in a place of their own after saving sufficient amount through their earnings;

- iv. Provision for a peer counsellor to stay in regular contact with these groups to discuss their rehabilitation plans and provide creative outlets for channelising their energy and to tide over the crisis periods in their lives;
  - v. Providing stipend during the course of vocational training until the youth gets employment;
  - vi. Arranging loans for youths aspiring to set up entrepreneurial activities; Every DCPS shall have an After Care Fund for carrying out After Care Programme as per the provisions laid down under the Juvenile Justice (Care and Protection of Children) Act 2000 and respective State Rules under the Act. The DCPS shall in turn release grants up to a maximum of @Rs.2000/- per child per month to the CCI running the After Care Programme based on the individual needs of every child. This amount shall include basic needs of the child/youth including food, clothing, health care and shelter; age appropriate and need based education and vocational training; stipend; and any other requirements.
- ◆ ECHO<sup>3</sup> was started to empower CCL and CNCP, under the Indian Juvenile Justice (Care & Protection of Children) Act 2000. The implementation of the Juvenile Justice Act forms the framework of the activities. ECHO gave voice to thousands of neglected and delinquent children through legal aid, counselling, and releasing children from Government Observation Homes, Reception Centres and Children's Homes. Legal proceedings for the transition of children to ECHO's Transitional Home and Rehabilitation Centre are undertaken. The Centre also provides informal education, vocational training, job placements and follow ups to monitor the released juveniles. Through a successful network of NGOs ECHO lobbies at Central and State Government level to implement laws concerning Child Rights.
  - ◆ A film showing collaboration of Uttar Pradesh Government and ECHO for CNCP -<https://youtu.be/gCOBQITIG3o>



## Step 6: What are responsibilities of DCPU under POCSO rules 2012?

### Responsibilities under POCSO Rules, 2012

1. To enable the engagement of counsellors from outside the ICPS, including senior counsellors for the more aggravated cases, the DCPU in each district shall maintain a list of persons who may be appointed as counsellors to assist the child. These could include mental health professionals employed by Government or private hospitals and institutions, as well as NGOs and private practitioners outside the ICPS mechanism, chosen on the basis of objective criteria.



<sup>3</sup> <https://echoindia.org/about-us/>

2. The DCPU and the CWC shall maintain a list of persons/NGOs who may be appointed as support persons to assist the child during the process of investigation and trial. Such support person may be a person or an NGO working in the field of child rights or child protection, or an official of a Children's Home or Shelter Home having custody of the child, Child Line or a person employed by the DCPU.
3. These support persons can be but not limited to interpreters, translators, special educators. The DCPU has the responsibility to maintain a register containing contact details of such support persons in their respective districts. This information should be shared with the SJPU, local police, magistrate and Special Court to enable them to avail of such services if they feel it is necessary to facilitate communication with the child.
4. DCPU must arrange for periodic training modules to impart basic training to the support persons in communicating with and assisting children.
5. The fees for the services rendered by the interpreters, translators and special educators must be paid by the State Government from the fund maintained under the JJA for the welfare and rehabilitation of juveniles in conflict in law and CNCP, or from the funds that are available with the DCPU.

# Specific Roles and Responsibilities of DCPU Officials and Staff



Time  
60 Minutes



## Step 1



### Activity: Group Work

Divide the participants in five groups and allot them a category of DCPU officials from the list below. Ask them to identify and list the roles and responsibilities of the allotted category. Give 10 minutes to the groups to list their task. Ask the groups to present their list to the larger audience. Encourage the participants to add any left out points. At the end of each presentation, summarise as per the given table.

#### Five groups



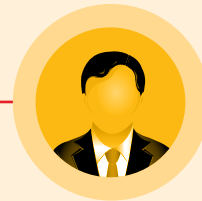
**DCPO**  
(District Child Protection Officer)



**Protection Officer**  
(Institutional care)



**Protection Officer**  
(Non Institutional care)



**Legal cum Probation Officer**



**Counsellor, Social Worker, Outreach worker**

## Specific roles and responsibilities of DCPU officials and staff

### i) What are the specific roles and responsibilities of DCPO?

#### District Child Protection Officer

- ◆ Nodal Officer in the district for the implementation of the JJ Act, JJ Rules and the ICPS.
- ◆ Oversee, manage and ensure day-to-day functioning of the DCPU.
- ◆ Coordination and supervision of the ICPS implementation and all other child protection activities at the district level including maintain key liasioning with department heads in the district like education, health, police.
- ◆ Monitoring and supervision of all institutions/agencies/projects/programmes/ NGOs and reports to the SCPS at the State level.
- ◆ Coordination of the non-institutional care programme at district level and reporting to SARA at the State level.
- ◆ Coordinating the development of an Annual District Child Protection Plan, resource directory of child related services and child tracking system at the district level.

- ◆ Heading the Home Management Committee of every institution in the district and recommending suitable institutions for release of grants from the SCPS.
- ◆ Conduct a monthly review meeting with all stakeholders including representatives of community and local bodies as well as media.

## ii) What are the roles and responsibilities of Protection Officer (Institutional Care) PO/IC?

### Protection Officer (Institutional Care)

- ◆ Ensuring effective implementation of child protection programmes and policies relating to CNCP at the district and local levels under the supervision of the DCPO.
- ◆ Ensuring effective institutional/residential care services at the district level for all CNCP.
- ◆ Identifying families and children at risk to prevent destitution of children and providing them necessary support services like counselling, access to health care, education, vocational skills with the support of the Outreach Worker.
- ◆ Carrying out a situational analysis of children in difficult circumstances, collect and compile data on different dimensions of the child protection problems in terms of number of children requiring support, number of children in institutions and the kind of services they need.
- ◆ Carrying out a resource mapping exercise and developing a District Child Protection Plan and resource directory of child related services at the district level on the basis of data collected.
- ◆ Ensuring the setting up and management of the child tracking system of all institutional care programmes including Open Shelters in the district.
- ◆ Supporting CWC in the process of inquiry and restoration of children.
- ◆ Ensuring registration of all child care organisations/institutions/agencies housing children under the JJ Act.
- ◆ Supervision and monitoring of all Government and NGO run child care organisations/institutions/agencies, housing children and ensuring implementation of minimum standards of care.
- ◆ Supervision and monitoring of other child protection programmes being implemented at district level.
- ◆ Identifying training needs and arranging training and capacity building of personnel (both governmental and non-governmental) involved in institutional care at district level in coordination with State Child Protection Unit (SCPU).
- ◆ Preparing and submitting a monthly report to the DCPO.



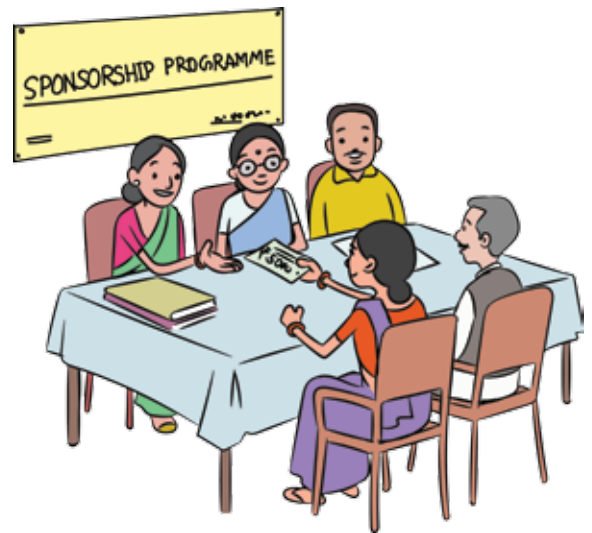


**Note:** Every district shall have a maximum of three Protection Officers (Institutional Care) on the basis of geographical spread and child population of the district. In case the CWC has a heavy case load, the State Government can appoint one full time Protection Officer to the Committee.

### iii) What are the roles and responsibilities of Protection Officer - Non Institutional Care?

#### Protection Officer (Non-Institutional Care)

- ◆ Ensuring effective implementation of the non-institutional components of ICPS like sponsorship, foster care, adoption, after-care and cradle baby scheme under the supervision of the DCPO.
- ◆ Identification of families and children at risk to prevent destitution of children and providing them necessary support for non-institutional care, where required.
- ◆ Supporting SARA in identifying and preparing a district-level database of adoptable children.
- ◆ Promoting and facilitating adoption in the district with the help of SAA by:
- ◆ Registering and maintaining database of adoptable children and Prospective Adoptive Parent (PAPs) for in-country adoption.
- ◆ Promoting in-country adoption within the district.
- ◆ Monitoring adoption placement and ensuring that the SAAs provide post placement support and follow up.



### Example of Good Practice - Non Institutionalised Care - Mizoram

Restoration and rehabilitation support for non-institutionalised children through setting up a Child Guidance Centre in Mizoram.

**Issue/Challenge:** CNCP in institutional care have defined services which they can access. However providing support to children in non-institutional settings can be challenging.

**Innovative step:** Mizoram, under the State Child Protection Society, has established a Child Guidance Centre to provide non-institutional services to children who are not covered under the regular programme components of the ICPS and are CNCP. This Child Guidance Centre offers:

- ◆ Diagnosis and management of psycho-social and scholastic disorders.
- ◆ Day Treatment Programme for remedial education, cognitive behavioural therapy, behaviour modification, occupational therapy, support group and counselling for parents and teachers, vocational guidance, counselling etc.

- ◆ Bereavement and trauma service to children and youth in times of grief and trauma, including peer & family members of suicide victims, witnesses of crime and also children affected by natural disasters.

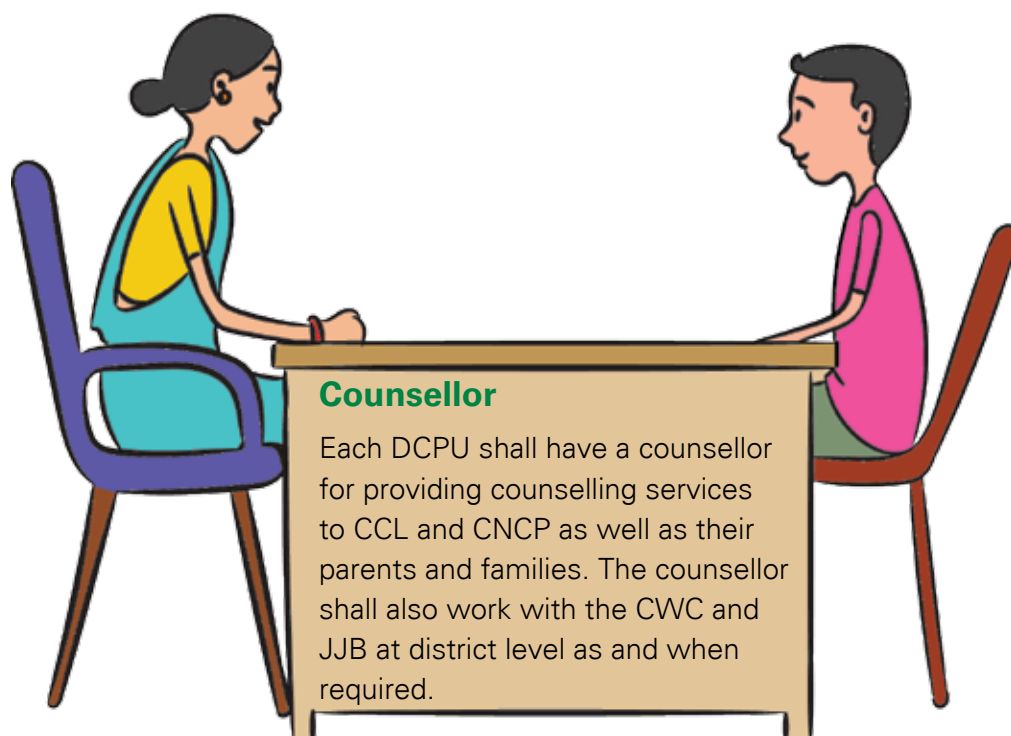
#### iv) Describe the roles and responsibilities of Legal cum Probation Officer?

##### Legal cum Probation Officers

- ◆ Coordination and supervision of all programmes and activities relating to CCL under the supervision of the DCPO.
- ◆ Providing support to JJB at district levels in conducting inquiries.
- ◆ Collecting and compiling data on dimensions of child delinquency in the district.
- ◆ Attending proceedings of the JJB regularly.
- ◆ Preparing and submitting social investigation reports.
- ◆ Maintaining case files and other registers.
- ◆ Escorting CCL to a home/fit person/fit institution from the JJB.
- ◆ Undertaking follow up visits of children released under supervision and after release.
- ◆ Establishing linkages with voluntary sector for facilitating rehabilitation and social reintegration of CCL.
- ◆ Providing free legal aid services to CCL.
- ◆ Provide necessary support to the CWC and JJB in legal matters relating to all children coming under the purview of the JJ Act as and when required.

The Legal cum Probation Officer should have a legal background and a good understanding of child rights and protection issues. He/she would be responsible for providing<sup>4</sup> free legal aid services to children/juveniles. He/she shall also provide necessary support to the CWC and JJB in legal matters relating to all children coming under the purview of the JJA as and when required.

#### v) Understanding the role of a Counsellor?



<sup>4</sup> <http://cara.nic.in/PDF/revised%20ICPS%20scheme.pdf>



## Social Worker

- ◆ Each DCPU shall have two Social Workers (of which one shall be a woman) who would be responsible for coordinating field level activities in their respective cluster of sub-divisions as assigned by the DCPO.
- ◆ These Social Workers shall be assisted by Outreach Workers for carrying out field level interventions.
- ◆ The two Social Workers, shall also assist the SJPU in discharging their duties as and when required.



## Outreach Workers

- ◆ Each DCPU shall have three Outreach Workers reporting to Protection Officers and Legal cum Probation Officer.
- ◆ Each Outreach Worker shall assist their respective officer in carrying out their roles and responsibilities.
- ◆ They shall work as a link between the community and the DCPU and shall be responsible for identifying families and children at risk and offer necessary support services.
- ◆ They shall also be responsible for developing good networking and linkages with the anganwadi workers and members of panchayat/local bodies at community/block levels.
- ◆ They should also encourage volunteerism amongst the local youth and involve them in the child protection programme at block and community levels.



**Step 2**

**Ask the participant to name line departments/officers with which the DCPO coordinates and networks**

Listen to the responses and summarise as per the table below



**DCPO also coordinates with**

- Authorities at district level impacting child protection programmes/ services.
- Voluntary Organisations
- Child Welfare Committee
- Hospitals/ Nursing Homes
- Juvenile Justice Board
- Child Line Services

## Issues and Challenges



Time  
**30 Minutes**



### Step 1

Discuss with the participants that there may be many administrative as well as implementation related challenges associated with DCPUs and its functions. Encourage the participants to brainstorm and come up with them. Share with the participants that here we shall only be discussing issues and challenges related to their roles and responsibilities and those related to direct well-being of the children. (Administrative and infrastructure related issues will not be part of this discussion.)



**Note:** The facilitator to write all the issues that come up on the board and discuss them.

Some of the broader issues could be:

- ◆ Convergence with other departments mentioned in ICPS scheme at the implementation level
- ◆ Lack of measures to strengthen family for the holistic development of the child
- ◆ Need for mainstreaming of ICPS with existing structures and programmes in the states
- ◆ Training of associated personnel, both on roles and responsibilities as well as on sensitisation in handling the children
- ◆ Single window approach not visible
- ◆ Lack of sufficient prevention mechanism to reduce cases of CNCP and CCL
- ◆ Lack of innovation in programme

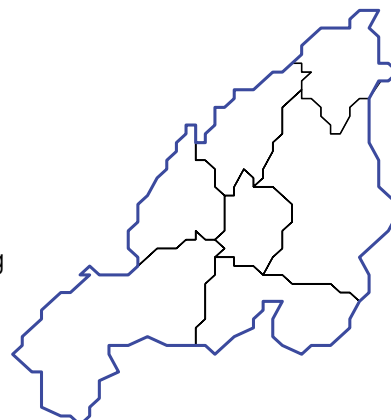
### Group work

Divide the participants into four groups. Ask them to discuss within their groups ways to increase sufficient prevention mechanisms to reduce cases of CNCP and CCL. Ask them to discuss how they can leverage the programmes of education, BBBP (Beti Bachao Beti Padhao) and other schemes in their states to strengthen prevention of CNCP. Encourage them to share any good practices seen or noticed in their states. Once participants present their discussion points, facilitator may share following examples of innovations across states:

## Examples of Innovations across States to Implement the JJ Act using Existing Resources

### 1. Nagaland: Aadhaar Camp for Children

**Issue/Challenge:** Having an identity is a fundamental human right because it is the declaration of a person's existence in society. Article 7 of United Nations Convention on the Rights of the Child (UNCRC) states that "All children have the right to a legally registered name, officially recognised by the government. Children have the right to a nationality (to belong to a country).

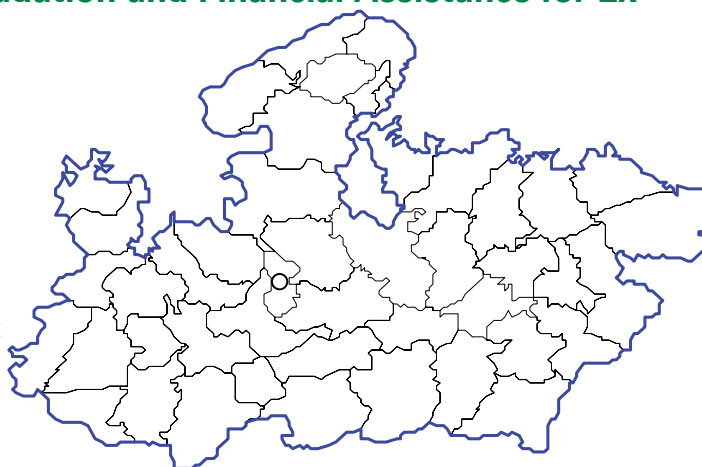


In India today, Aadhaar card has come to be not only an identity proof but also mandatory to avail benefits of various government schemes and services. Unfortunately, most inmates of CCI do not have the Aadhaar card and thus are deprived of many welfare schemes as well.

**Innovative step:** In Nagaland, the DCPU, in collaboration with District Administration Dimapur organised an Aadhaar Camp. This Camp was organised for all the CCI within Dimapur district. As many as 300 children were enrolled under the Aadhaar programme through this camp.

### 2. Madhya Pradesh: CCI Upgradation and Financial Assistance for Ex Inmates of Children Homes.

**Issue/Challenge:** In case of CNCP in institutional care, their stay is limited to their attaining majority (i.e. 18 years). After this age, the state expects them to be self-reliant. However, the state has a role to play in developing this self-reliance so that inmates of CCI are independent and socially integrated when they emerge from the institution.



**Innovative Step:** Madhya Pradesh has introduced the Mukhya Mantri Bal Uddhar Yojna. This supplements the provisions of the centrally sponsored scheme - ICPS for CNCP. Under this scheme CCI have been upgraded to support and assist CNCP in skill up-gradation and vocational/professional training. Along with this CCI are granted INR 20,000/- per child to enable CNCPs to make a start at self-employment.

### 3. Mizoram: Convergence and Linkages with Line Departments/NGOs

**Issue/Challenge:** While the State has made several provisions for the well-being of CCI and CNCP, there is a lack of awareness of the available means and resources among the

relevant service providers. The administration has a key role in developing awareness of the same in line with several provisions of the JJ Act viz. DCPU [Rule-85 (xxi)], State Child Protection Society [Rule 84 (xvi)], Rehabilitation cum Placement Officer [Rule 65-(xi)], Steering Committee of SAA[Rule-50 (4(iv)) ], as well as provision for the JJ Fund, which along with other activities, is reserved for awareness generation. National Commission for Protection of Child Rights (NCPCR) also has a mandate to build awareness about the issue [91(iv)]. With the responsibility for creating awareness distributed across various authorities at different levels, it can be challenging for the state government to achieve this.

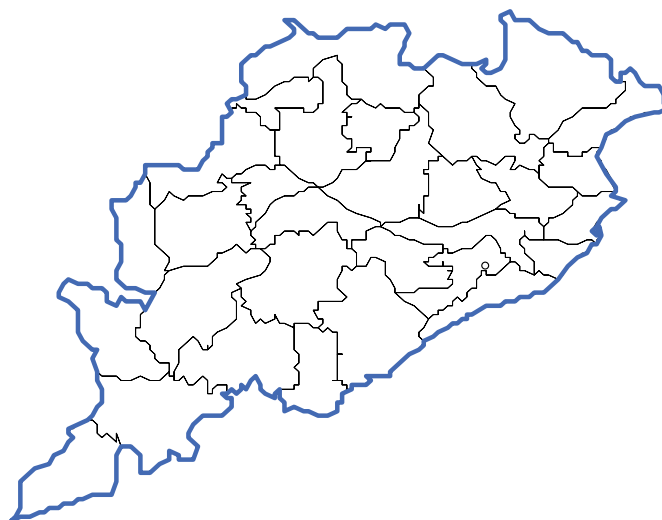


**Innovative Step:** Mizoram Government took steps towards convergence and establishing linkages with Administrative Training Institute, Anganwadi Training Centre, District Institute of Education and Training (DIET), State Council of Educational Research and Training (SCERT). Similarly institutes like National Institute for Orthopedically Handicapped (NIOH), District Tobacco Control Society etc. are encouraged to include child-related provisions in their training sessions and invite resource persons from ICPS staff. This includes lectures and literature on UNCRC, JJ Act, ICPS, POCSO, Labour, Child Marriage etc.

#### 4. Odisha: Resource Optimisation and Convergence

**Issue/Challenge:** While funding is often an issue, particularly in states with highly vulnerable children, another issue that impedes timely aid to children is the lack of convergence between various departments and agencies which are responsible for ensuring the best interest of the child.

**Innovative Step:** In Odisha, in order to maximise the utilisation of available space, the CWC, JJB and the DCPU coordinated with each other and had their offices situated in the same building. In this manner they pooled all their physical resources (waiting area, meeting room, vehicles etc.). This was possible only through better coordination and convergence and resulted in better performance and institutional coordination besides helping to overcome financial constraints.



## Addressing Child Sexual Abuse in Schools Appointment and Capacity Building of Nodal Teachers in Mizoram

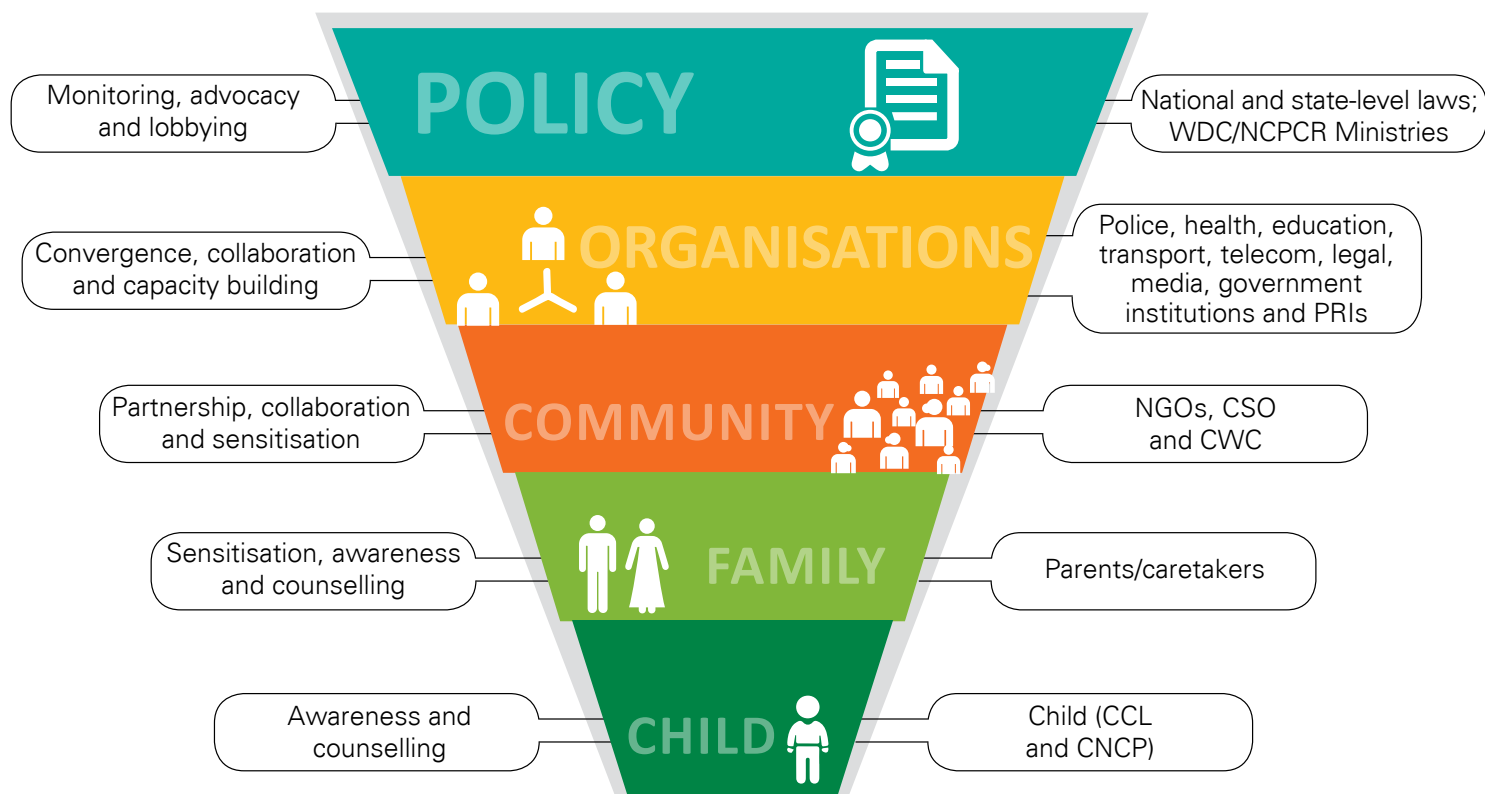
**Issue/Challenge:-** Many children, who are being abused or exploited in school or outside school, sometimes are not able to decide about reporting of the abuse/exploitation. In some cases though, teachers have been able to see an explicit shift in behaviour but were clueless about ways of extending support. In such cases, there may also be resistance from school administration to avoid addressing the issue.

**Innovative Step:** To address these issues, DCPCs of a few districts of Mizoram in coordination of District Education Officer (who is also member of DCPC) appointed Nodal Teachers in every school for protection of rights of children. At the district level teachers were identified and trained on child related topics like JJ Act, ICPS, child psychology etc.

The role of Nodal Teacher has been fixed for identification of students who are being abused/exploited so that the matter can be reported and necessary steps taken for the protection of the child. Nodal Teachers are also expected to keep a watch on children for any kind of symptoms which indicate signs of abuse exploitation and violence.

### Proposed Mechanism to deal with challenges and issues

On right side are stakeholders at each level; on left side is the approach needed to deal with challenges.



## Exercise: Recapitulation of learnings through case studies in groups



Time  
**60 Minutes**

### Step 1

Divide the participants in four groups. Distribute a case study to each group. Give them 10 minutes to discuss the situation given and the procedure to be followed. At the end of the group work, ask the groups to present their work to the larger audience.

### Case Study-1



A mother delivered twin girls in a hospital. The father paid the hospital fee of Rs 90,000. The parents had a criminal history as they had cheated many people. The police was on the look out for them. To avoid borrowers and police, the couple ran away from the hospital leaving both the babies in the hospital with no one to look after them. They had submitted false papers to hospital so no information was available about them. The hospital was taking care of the babies as the hospital fee had been paid. The doctor was ready to look after the babies on humanitarian grounds. However, the child protection unit did necessary legal paper work and custody of babies was given to special adoption agency. They are now safe and if their biological parents do not turn up in the stipulated time they will be given away to adoptive couples.

**Discussion Points:** What process should DCPU follow for the children to be eligible for adoption?

### Case Study-2



'R' was a disabled 8 year old girl staying in a small town in Gujarat. Once she visited a famous temple in a city with her parents. Upon reaching the temple, her father told her that since she could not climb the stairs, she should continue to sit on the temple steps while her parents went up to the shrine and would return soon. When her parents did not return after a long time, she started crying. The policemen on duty noticed her and tried to search for her parents. When the parents could not be found, Rama was sent to the concerned CWC. The DCPU tried finding her parents through advertisement in newspaper but got no response from anyone. The process for "free for adoption" was initiated in her case. Today she is staying happily with her adoptive parents.

**Discussion Points:** What procedures were followed by the DCPU for making Rama "free for adoption"?

### Case Study-3



In a small town of Gujarat there was a poor family of four members. While the father, mother and elder brother went for work whole day, the younger child was left alone at home. 'B' fell into bad company and started stealing for better lifestyle. Once he was caught trying to steal an expensive watch and was handed over to the police.

**Discussion Points:** What procedure should be followed in Ramesh's case?

### Case Study-4



'M' is a 14 year old boy from an educated family of a big city. His father is a successful businessman and mother runs a beauty parlour. Each night, the parents return from work late and 'M' is alone after he returns from school. Every day, he spends his time with his friends from the rich neighborhood. For few months, he has been taking drugs and is now addicted. The pocket money given by his parents does not suffice to buy his drugs need. He has started stealing lately. Once he was caught and police sent him to JJB.

**Discussion Point:** What procedures should be followed in this case?

### Case Study -5



A 10-year-old boy was rescued from a brick kiln by the police, who informed the CWC. On conducting a medical check-up, it was found that hard labour in hazardous conditions had affected the child's health. Following this, the child was sent to an Open Shelter where counselling was provided by the counsellor from DCPU. The parents were tracked but they were reluctant to take the child back home citing economic burden.

**Discussion Point:** What procedures should be followed in this case?



## **What actually happened in the case: to be summarised by the facilitator post discussion of case study 5**

A 10-year-old boy was rescued from a brick kiln by the police, who informed the CWC. On conducting a medical check-up, it was found that hard labour in hazardous conditions had affected the child's health. So he was provided with medical support and essential medicines under the Bal Swasthya Karyakram. Following this, the child was sent to an Open Shelter where counselling was provided by the counsellor from DCPU. The parents were tracked and they were counselled to take the child home. Based on the economic conditions of the child and his family, the DCPU sent a proposal to Sponsorship and Foster Care Approval Committee for sanctioning sponsorship in the joint account of the child and parent. The conditions for sponsorship were laid out and explained to the parents. Additionally the DCPU also issued orders for periodic social worker visits to the child's home to monitor his well-being. Simultaneously, a case was filed against the brick kiln owner, with the Law and Protection Officer (LPO) of DCPU following up on the case. The DCPU was ultimately successful in providing compensation to the child which was also deposited in the joint account. The DM reviewed the case and expressed satisfaction at the action taken by the DCPU and has instructed the social worker to submit reports on the follow up visits.

### **Additional Readings and References:**

[https://www.icmec.org/wp-content/uploads/2015/10/Best\\_Practices\\_in\\_Child\\_Protection\\_2013.pdf](https://www.icmec.org/wp-content/uploads/2015/10/Best_Practices_in_Child_Protection_2013.pdf)

<http://haqcrc.org/wp-content/uploads/2017/03/juvenile-justice-documenting-good-practices-haq.pdf>

<https://www.cplibrary.in/uploads/Publication/Final%20JJ%20Handbook.pdf>

<https://www.soschildrensvillages.in/getmedia/90a71a91-c933-4552-b4fc-8ef5f042d5eb/ALTERNATIVE-CARE-FOR-CHILDREN-18-december.pdf>

<https://www.cplibrary.in/uploads/Manuals/dcpu.pdf>

**Fig 1: Structure of the DCPU**

