

# STANDARD OPERATING PROCEDURES

## Child Care Institutions



**CHILDREN'S HOME SNEHALAYA**  
MALOYA, CHANDIGARH



UNION TERRITORY CHILD PROTECTION SOCIETY  
Under the aegis of  
DEPARTMENT OF SOCIAL WELFARE, WOMEN & CHILD DEVELOPMENT  
CHANDIGARH ADMINISTRATION



## CHILD PROTECTION COMPENDIUM TEAM

NAME AND DESIGNATION	
1	Ms. Bhawna Garg, IAS Secretary Social Welfare, Chandigarh Administration
2	Ms. Nishu Singal, HCS Director Social Welfare, Chandigarh Administration
3	Mr. Neil Roberts, Chairperson, Child Welfare Committee, Chandigarh
4	Dr. Monica M Singh, Senior Assistant Professor, Centre for Social Work, Panjab University
5	Ms. Sangita Vardan, Chairperson, Vatsal Chaya, Chandigarh
6	Ms. Bisman Ahuja, Program Manager, UTCPS, Chandigarh
7	Ms Tabhsum Khan, Program Officer (JCL), UTCPS, Chandigarh
8	Ms Pooja Pande, Program Officer, (CNCP), UTCPS, Chandigarh
9	Ms Preeti Saini, Program Officer, (SARA), UTCPS, Chandigarh
10	Ms Anupama, Research Scholar, Panjab University, Chandigarh
11	Ms Mehak Gandhi, Panjab University, Chandigarh

## CHILDREN'S HOME SUPPORT TEAM

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2	Mr. Madan Lal, Assistant Superintendent, Snehalaya
3	Ms. Arpna Rattu, Child Welfare Officer, Children's Home, Sector 15
4	Mr. Manish Dhakad, Child Welfare Officer, Snehalaya
5	Mr. Prab hjot, Counsellor, Snehalaya
6	Mr. Narender Rana, Warden, Snehalaya
7	Ms. Kamlesh, Staff Nurse, Snehalaya
8	Ms. Anu, Store Manager, Children's Home, Snehalaya



## Foreword

The Union Territory Child Protection Society (UTCPS) has been established under the Integrated Child Protection Scheme (ICPS) of Ministry of Women and Child Development, GOI, which aims to provide a protective environment for all children enabling them to lead a safe, secure and well protected life. ICPS also speaks about establishing quality and prescribed standards for care and protection of children to which all protection services, should adhere comprising physical infrastructure, human resource requirements, as well as protocols and guidelines for services and operational manuals for stake holders. The UTCPS also ensures improvement and expansion of services for children in need of care and protection and children in conflict with law.

Following the above goals, Union Territory Child Protection Society has undertaken an initiative to prepare a comprehensive Child Protection Compendium which comprises Standardized Operating Procedures (SOP) for stakeholders in Chandigarh to ensure effective and improved implementation of the Juvenile Justice Act, 2015 and other legislative provisions for the safety and welfare of children. Comprehensive modules have been prepared on procedures mandated and advised under the Juvenile Justice Act 2015, child centric legislation like POCSO 2012, RTE 2009, CPCJ Act 2005, Child Labour and others for better understanding and implementation thereof. The compendium incorporates the perspective of child protection by providing a safety net to children of Chandigarh and strengthening protection structures by laying down clear response mechanisms, roles and responsibilities as well as the normative framework which underpins the whole subject of child rights and protection. This laudable initiative was spearheaded and helmed by Ms Bhawna Garg, IAS, Secretary, Social Welfare and Ms Nishu Singal, HCS, Director Social Welfare Women and Child Development, Chandigarh. The keystone value which imbues this effort is to ensure the best interest of the child, as the central principle of the Child Protection and Juvenile Justice.

In this regard a committee was formed under the overall guidance of Dr. Monica M. Singh, Senior Assistant Professor, Centre for Social Work, Panjab University, Chandigarh to be assisted by Mr. Neil Roberts, Chairperson, Child Welfare Committee, Chandigarh and Ms. Sangita Vardhan, Chairperson, Vatsal Chaya, Chandigarh to undertake this challenging and worthy task.

Union Territory Child Protection Society team was led by Ms. Bisman Ahuja, Program Manager, UTCPS with Ms Tabhsum Khan, Program Officer (JCL), Ms Pooja Pande, Program Officer (CNCP) and Ms Preeti Sainni, Program Officer (SARA) working on different assigned modules.

Research Scholar Ms. Anupama Bharti (Panjab University) and Ms. Mehak Gandhi (MSW Student, IGNOU ) were also invited for general research and specific Modules of Drug Abuse and Physical Abuse respectively.

The CPWG thus formed, well represented the domain of Child Rights and Child Protection by having members drawn from Social Work academicians, Social Work practitioners, government personnel, Statutory Child Rights Bodies and Non-Governmental organisations working in the field of child rights and development under the overall stewardship of Administrative Secretary Social Welfare who acted as the team leader and oversaw every detail ably assisted by Director Social Welfare. The methodology followed was participatory and the first draft of the SOP'S were shared with primary stakeholders from the Department of Health, Police, Education, Child Welfare Committee, Juvenile Justice Board, State Legal Services Authority, Women and Child Helpline, staff of child care institutions and Representatives of NGO'S. Their feedback was sought and included and this enhanced the quality of role identification and process of documentation. The participation and constant inputs from Special Juvenile Police Unit, Department Of Labour, officials of Child Care Institutions and State Legal Services Authority brought value to this process.

In the initial phase, the four modules started were related to procedures for orphan and abandoned children vis a vis adoption, child sexual abuse, child labour and procedures for apprehension of children in conflict with law. The process was completed through preparation of a basic framework, role identification, stakeholder feedback & detailing of procedures as per principles of Juvenile Justice (Care and Protection of children) Act, 2015 and relevant legislations. Subsequently, more child protection issues were taken up and modules on Children with disabilities, children facing physical abuse, drug abuse, procedures for staff of child care institutions and a child protection advisory for schools were prepared.

Each module contains standard operating procedures(SOP'S) includes definitions, frequently asked questions, legislative framework, role of stakeholders and detailed step wise procedures for the reporting, rescue and rehabilitation of children in need of care and protection/conflict with law, including institutional and non-institutional services and formats /forms necessary for each specific procedure.

The broader vision of the compendium is to ensure that Child Protection becomes a sustained focus in Chandigarh particularly amongst stakeholders within government and without who are dealing with children , like statutory bodies, services, institutions, NGO's, etc. and that the objective of safeguarding children, furthering their welfare and wellbeing is strongly translated into both policy and practice.

**Shri Parimal Rai, I.A.S.**  
Adviser to the Administrator  
U.T. Chandigarh



## Message

Children are vulnerable because they depend upon adults for the realization of their rights and it is essential that that we do whatever we can to ensure their protection. While holding a charge which directly impacts their welfare this solemn responsibility has been a priority for me.

As the world around us keeps rapidly changing, our children increasingly remain exposed to old as well as new risks to their health, safety and well being. In a quest to achieve the best possible implementation of child centric programs and laws in Chandigarh the idea to put together a compendium on child protection came up in the month of May, 2016. A Child protection Working Group was formed with Ms Bismun Ahuja Program Manager and Ms Pooja Pande, Ms Preeti Sainni, Ms Tabhsum Khan Program Officers of U.T.C.P.S. Chandigarh and Dr Monica M. Singh Sr.Asst. Professor Department of Social Work, Mr Neil Roberts, Chairperson, Child Welfare Committee, Chandigarh, Ms Sangita Vardhan, Chairperson, Vatsal Chaya Trust. A timeline of two months was set up and the work was begun.

The constant aim was to lay down Standard Operating Procedures for each category of children in the ambit of the Juvenile Justice (Care & Protection) Act, 2015, POCSO, 2012, Child Labor Act, 1986, Right To Education Act 2009, Child Marriage Act, Mental Health, ICPS and Draft National Plan of Action for Children 2016. In addition to the procedures the normative framework and relevant information of each issue like child labor, children in conflict with law, non-institutional care, children in Chandigarh child care institutions children with special needs, children facing physical, sexual or substance abuse and children's safety in schools was included in concise but informative segments.

Primary stakeholders from different departments like the Assistant Labor Commissioner, Education, State Legal Services Authority, J.J. Board, Child Care Institutions were also involved in the process to gain valuable feedback on actual functioning on the ground both for the Compendium as well as the film script.

It was felt by the group that with the current culture of social media an audio video module would bring an interest and value to the project and so a short film training module was started. I am happy to say that along with the Compendium the film is also ready for release and I would like express my gratitude to Mr Amit Chandpuri, the Film Director for working within a tight time frame and repeated editing of the script.

The Child Protection Working Group has worked tirelessly over the last 3 months, with almost daily and long meetings, even on weekends. I would like to express my appreciation to U.T.C.P.S team for their dedicated work, Dr Monica for bringing in her academic knowledge, Mr Neil Roberts and Ms Sangita Vardhan for their practical experience and experience in the domain of child rights and child protection and to all those who contributed to this worthy task.

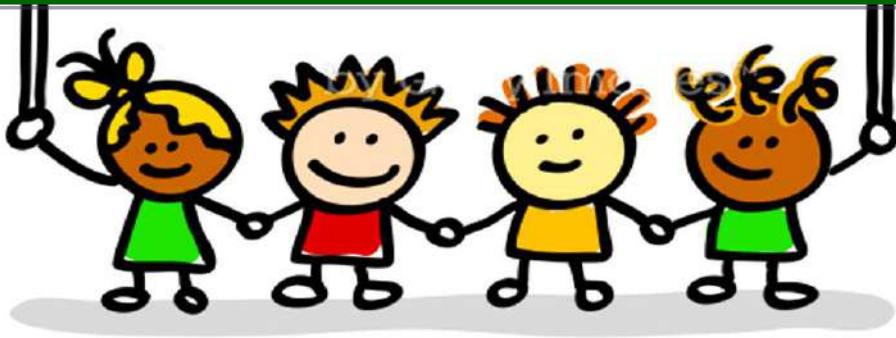
For me it has been a very sensitizing and learning experience which will remain with me. Amidst the daily rush of routine and multiple portfolios this has been a refreshing and fulfilling experience. I sincerely hope that it will be of great value and benefit to all, within government and without.

**Bhawna Garg, I.A.S.**

Secretary, Social Welfare Department,  
Women & Child, Chandigarh Administration



# STANDARD OPERATING PROCEDURES FOR CHILDREN'S HOME SNEHALAYA



*"Everything is ceremony in the wild garden of childhood."*

— Pablo Neruda



**It is never too late to have  
a happy childhood.**

~Tom Robbins

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## ABBREVIATIONS

ABBREVIATION	FULL FORM
CCI	CHILD CARE INSTITUTIONS
CCPCR	CHANDIGARH COMMISSION FOR PROTECTION OF CHILD RIGHTS
Crpc	CODE OF CRIMINAL PROCEDURE, 1973
CWC	CHILD WELFARE COMMITTEE
CWO	CHILD WELFARE OFFICER
CWPO	CHILD WELFARE POLICE OFFICER
DCPU	DISTRICT CHILD PROTECTION UNIT
ICPS	INTEGRATED CHILD PROTECTION SCHEME
IPC	INDIAN PENAL CODE
JJ ACT	JUVENILE JUSTICE (CARE AND PROTECTION OF CHILDREN) ACT 2015* *hereinafter referred to as Act in the present document
JJB	JUVENILE JUSTICE BOARD
NGO	NON-GOVERNMENTAL ORGANISATION
POCSO Act	PROTECTION OF CHILDREN FROM SEXUAL OFFENCES ACT, 2012
SCPS	STATE CHILD PROTECTION SOCIETY
SJPU	SPECIAL JUVENILE POLICE UNIT
SLSA	STATE LEGAL SERVICES AUTHORITY
SIR	SOCIAL INVESTIGATION REPORT
ICP	INDIVIDUAL CARE PLAN
FIR	FIRST INFORMATION REPORT
CSR	CHILD STUDY REPORT



The Juvenile Justice (Care  
and Protection of Children)

**Act, 2015**

ACT NO. 2 OF 2016 [31st December, 2015]

# PART I

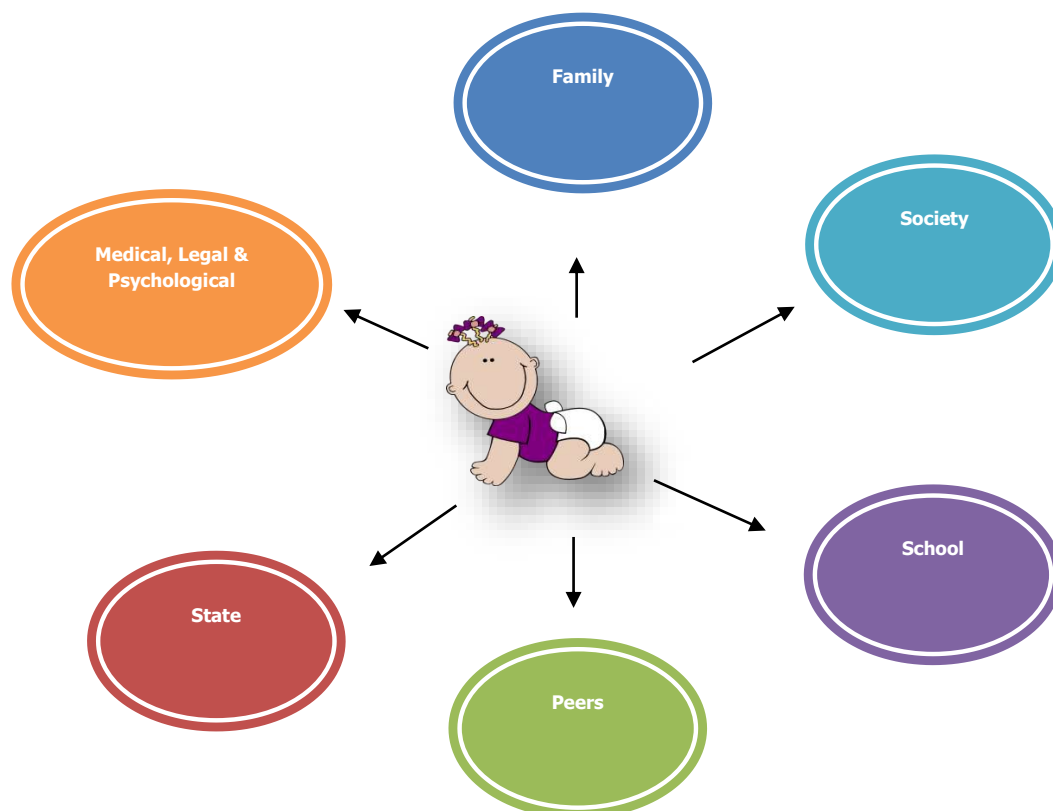
## INTRODUCTION AND LEGISLATIVE PROVISIONS

## CHAPTER 1

### INTRODUCTION TO "CHILD IN NEED OF CARE AND PROTECTION"

Children in need of care and protection include several categories of children with varying needs. Such children deserve to spend their days in well-designed environments that support their needs and stimulate their learning. Children in need of care and protection, taking into consideration the standards prescribed in the Convention on the Rights of the Child, the United Nations Standard Minimum Rules for the Administration of Juvenile Justice, 1985 (the Beijing Rules), the United Nations Rules for the Protection of Juveniles Deprived of their Liberty (1990), the Hague Convention on Protection of Children and Co-operation in Respect of Inter country.

#### CHILD & ENVIRONMENT



*(Collapse or dysfunction of any of these system, arises the need of care and protection for the child)*

## CHAPTER 2

### SNEHALAYA – A CHILD CARE INSTITUTION

Child Care Institution Snehalaya is run by Chandigarh Administration under the aegis of Department of Social Welfare. Children Home Snehalaya is situated at Sec-39 west, Village Maloya, Chandigarh. Children Home Snehalaya is providing care and protection to near about 300 children who comes under different categories like: Orphan, Abandoned, Physically/Sexually Abused, Single Parent/EWS category. This home is providing the facility for the children of age group 07 years to 18 years.

The children are being facilitated with formal education within the premises by SSA (Sarv Siksha Abhiyan) and other nearby Schools of Chandigarh, and for professional and other vocational courses. Special Tuition and hobby classes are being provided at Snehalaya for children like: English, Mathematics, Science, Computer, Dance & Singing, Drawing & Art-Craft, Beauty Culture, Cutting & Tailoring and Yoga Classes. The children are also facilitated with all basic necessities like foods, sanitary items, bedding, cloths, books and other daily use items.

A group of trained staff like Child Welfare Officers are facilitating the intervention in terms of long term welfare and overall development of children along with Counsellors who look into the regular counselling and need based counselling of the children.

Children who are sick are being provided nutritious and hygienic diet by following the special mess menu and timely recommendations by medical staff. Snehalaya is providing medical facility with the professional Staff of 5 Staff Nurses & 1 Pharmacist in case of any emergency. Snehalaya has also tie-ups with all Govt. Hospitals of Chandigarh for the routine visits of specialists/doctors for the medical check-ups of children.

Special committees has been constituted to match the expectations of children and to know their requirements and needs i.e. Children Mess Committee, Children Committee, Gardening Committee, Education & Holistic Learning Committee, Discipline Committee, Sports Committee, Cultural Committee, Cleanliness Committee, Library Committee, Academic Committee.

Local and outstation tours/trips and picnic are organised time to time for the children of Snehalaya. The recreational and sports activities for children are also organised timely. All National festivals like Republic Day, Holi, Independence Day, Children Day, Women's Day, Dusshera, Deepawali, Christmas Day are celebrated with the children every year. Children are divided into various houses with their group leaders and other members who look after the group and regularly plan sports and other activities to cultivate competition among children to do better in sports and other areas.

## ROLES OF THE COMMITTEES

Children's Home Snehalaya has initiated and set up a number of Committees to look into the holistic development and welfare of the residents. Effort has been made to include all stakeholders including staff, children and civil society representatives. The Committees so formed along with their functioning are as under:

### 1. Duties of cultural and sports committee

- Scripting of different plays on issues of social importance
- Planning of different cultural programmes for festival, important dates etc. to be celebrated in Children's Home - Snehalaya
- Preparing of different dance and other activities for the children
- To plan and execute various co-curricular/activities like debates, quiz, charades art and drawing competition, beat out of waste etc.
- Forming of different groups as per the interest area of the sports
- Regular noting down the requirements of various groups in terms of sports equipment's/ items requires
- Ensuring storage of sports equipment and need based sanction to the children
- To maintain a register of all sports items issued to the registers
- To encourage that children look after the material issued to them

### 2. Duties of the Education, Holistic Learning, Behaviour Skills Committee

- Ensuring academic progress of children
- To ensure that children are attending school regularly
- To bring to the notice of management committee regarding the requirement of any academic need
- To monitor study hours and homework hour are being followed by children
- To ensure that library needs to be set up
- To ensure that two newspaper, 1 English and 1 Hindi newspaper are available in each block
- To ensure that at least 2 magazines are provided to the children to read
- To encourage children to visit the library
- To inform the management if they require any blocks
- To ensure that no material from the library is misused

### 3. Duties of the Gardening Committee

- Maintaining a separately marked area for kitchen gardening
- Leveling of ground for kitchen garden, planting and maintaining the vegetables so produced
- Creating, maintain a flower bed around the campus area of the Snehalaya
- Ensuring the maintenance of trees and flowers grown in the campus

### 4. Duties of the Mess and Discipline Committee

- Conducting monthly cleanliness drive in the home
- To ensure all rooms/dormitories are being cleaned regularly
- To ensure washrooms are cleaned as per schedule
- To ensure cleaning items are issued in their presence

- Committees will ensure that the time table is followed at all times in the home
- The committee will ensure that children will behave in an appropriate manner when outside the premises of the home
- Ensure that children of their dormitory follow a schedule
- To assist in the mess duties of serving and assisting younger children
- To ensure children come timely to the mess
- To assist children with special needs in the mess
- To raise issues regarding food if any with the management committee
- To assist the issue to material and receiving of material in the stores

## **5. Duties of the monitoring, coordination and resource, mobilization committee**

- Ensuring the quality and quantity of item that are received in the store are of prescribed quality and quantity
- Regular checking of stock register
- Physical verification of stock
- Ensuring the items that are removed from the store and of the correct category and quantity
- Ensuring timely putting up of files for sanction for children's requirement
- Ensuring that required items are provided within the stipulated time
- Coordination with donors
- Meeting with donors on a regular basis
- Ensuring that items are received in donation are properly entered and supplied to the children
- Planning of activities for fund raising
- Conduct regular meeting for fund raising in coordination with CCWDC, DCPU, SCPS and Social Welfare Department.

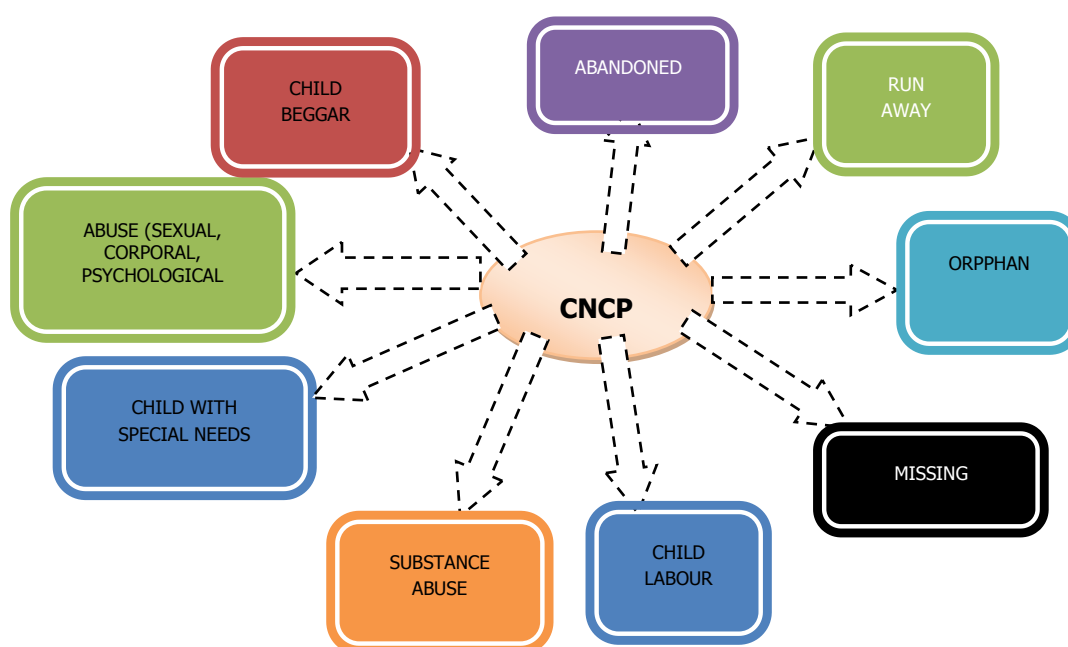
## CHAPTER 3

### CHILD CARE INSTITUTIONS (SECTION 2 (21) OF THE ACT)

The State Government shall establish and maintain in every district, either by itself, or through voluntary or non-governmental organizations separate children's home, open shelter, observation home, special home, specialized adoption agency and a fit facility, separately for boys and girls.

The children in need of care and protection who are not placed in families for any reason may be placed in an institution registered for such children under this Act or with a fit person or a fit facility, on a temporary or long-term basis, and the process of rehabilitation and social integration shall be undertaken wherever the child is so placed.

'Child Care Institution' is a children home which provides care and protection to children, who are in need of such services; who are without parental care.



### 3 (A) DEFINITIONS & LEGISLATIONS – CHILD IN NEED OF CARE & PROTECTION

- (1) **"child"** means a person who has not completed eighteen years of age;
- (2) **"best interest of child"** means the basis for any decision taken regarding the child, to ensure fulfillment of his basic rights and needs, identity, social well-being and physical, emotional and intellectual development;
- (3) **"child in need of care and protection"** means a child—
  - (i) who is found without any home or settled place of abode and without any ostensible means of subsistence; or
  - (ii) who is found working in contravention of labour laws for the time being in force or is found begging, or living on the street; or
  - (iii) who resides with a person (whether a guardian of the child or not) and such person—



- (a) has injured, exploited, abused or neglected the child or has violated any other law for the time being in force meant for the protection of child; or
  - (b) has threatened to kill, injure, exploit or abuse the child and there is a reasonable likelihood of the threat being carried out; or
  - (c) has killed, abused, neglected or exploited some other child or children and there is a reasonable likelihood of the child in question being killed, abused, exploited or neglected by that person; or
  - (iv) who is mentally ill or mentally or physically challenged or suffering from terminal or incurable disease, having no one to support or look after or having parents or guardians unfit to take care, if found so by the Board or the Committee; or
  - (v) who has a parent or guardian and such parent or guardian is found to be unfit or incapacitated, by the Committee or the Board, to care for and protect the safety and well-being of the child; or
  - (vi) who does not have parents and no one is willing to take care of, or whose parents have abandoned or surrendered him; or
  - (vii) who is missing or run away child, or whose parents cannot be found after making reasonable inquiry in such manner as may be prescribed; or
  - (viii) who has been or is being or is likely to be abused, tortured or exploited for the purpose of sexual abuse or illegal acts; or
  - (ix) who is found vulnerable and is likely to be inducted into drug abuse or trafficking; or
  - (x) who is being or is likely to be abused for unconscionable gains; or
  - (xi) who is victim of or affected by any armed conflict, civil unrest or natural calamity; or
  - (xii) who is at imminent risk of marriage before attaining the age of marriage and whose parents, family members, guardian and any other persons are likely to be responsible for solemnization of such marriage;
- (4) **"child friendly"** means any behavior, conduct, practice, process, attitude, environment or treatment that is humane, considerate and in the best interest of the child;
- (5) **"Child Welfare Officer"** means an officer attached to a Children's Home, for carrying out the directions given by the Committee or, as the case may be, the Board with such responsibility as may be prescribed;
- (6) **"Children's Home"** means a Children's Home, established or maintained, in every district or group of districts, by the State Government, either by itself, or through a voluntary or non-governmental organization, and is registered as such for the purposes specified in section 50; Home, special home, Specialized Adoption Agency and a fit facility
- (7) **"District Child Protection Unit"** 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;
- (8) **"fit Person"** means any person, prepared to own the responsibility of a child, for a specific purpose, and such person is identified after inquiry made in this behalf and recognized as fit for the said purpose, by the Committee or, as the case maybe, the Board, to receive and take care of the child;

- (9) **"foster care"** means placement of a child, by the Committee for the purpose of alternate care in the domestic environment of a family, other than the child's biological family, that has been selected, qualified, approved and supervised for providing such care;
- (10) **"foster family"** means a family found suitable by the District Child Protection Unit to keep children in foster care under section 44;
- (11) **"guardian"** in relation to a child, means his natural guardian or any other person having, in the opinion of the Committee or, as the case may be, the Board, the actual charge of the child, and recognized by the Committee or, as the case may be, the Board as a guardian in the course of proceedings;
- (12) **"registered"**, with reference to child care institutions or agencies or facilities managed by the State Government, or a voluntary or non-governmental organization, means observation homes, special homes, place of safety, children's homes, open shelters or Specialized Adoption Agency or fit facility or any other institution that may come up in response to a particular need or agencies or facilities authorized and registered under section 41, for providing residential care to children, on a short-term or long-term basis;
- (13) **"Specialized Adoption Agency"** means an institution established by the State Government or by a voluntary or non-governmental organization and recognized under section 65, for housing orphans, abandoned and surrendered children, placed there by order of the Committee, for the purpose of adoption;
- (14) **"sponsorship"** means provision of supplementary support, financial or otherwise, to the families to meet the medical, educational and developmental needs of the child;

## CHAPTER 3(B)

### General Principles of Care and protection of children



**(i) Principle of presumption of innocence:** A Child in child care institute should be assumed as innocent.

**(ii) Principle of dignity and worth:** A child in child care institute should be treated with dignity and should be treated equally irrespective of sex, caste, color, religion, etc.

**(iii) Principle of participation:** A child in child care institute should have right to participation in each and every decision related to him/her.

**(iv) Principle of best interest:** The decision regarding the child in child care institute should be based upon the best interest of the child.

**(v) Principle of family responsibility:** The child in child care institute must be taken care of the fact that the best care and the responsibility lies with the family of the child

**(vi) Principle of safety:** Each child in the child care institute must ensure that he/she may not be maltreated or abused by any of the staff in the institute.

**(vii) Positive measures:** The Child Welfare officer and the staff must ensure that the child have every opportunity to develop and grow in the enabling environment.

**(viii) Principle of non-stigmatizing semantics:** The child should be treated with dignity and should be non-stigmatized.

**(ix) Principle of non-waiver of rights:** The child's right should not be waived off in any circumstances.

**(x) Principle of equality and non-discrimination:** While dealing with children in child care institute, the treatment given to the child should be non-discriminating.

**(xi) Principle of right to privacy and confidentiality:** Every child has right to privacy and his case should be kept confidential and should not be disclosed with other staff members of the child care institute

**(xii) Principle of institutionalization as a measure of last resort:** Before placing the child in the institution, the agency and the care givers should make ensure that institution should be the last option for the child.

**(xiii) Principle of repatriation and restoration:** The Child Welfare Officer should make ensure that the children coming under the missing category should be re-united with the family as soon as possible. The efforts should be made to trace the family.

### **3 (C) Criteria for registration under the JJ Act as a child care institution:**

Notwithstanding anything contained in any other law for the time being in force, all institutions, whether run by a State Government or by voluntary or non-governmental organizations, which are meant, either wholly or partially, for housing children in need of care and protection or children in conflict with law, shall, be registered under this Act in such manner as may be prescribed, within a period of six months from the date of commencement of this Act, regardless of whether they are receiving grants from the Central Government or, as the case may be, the State Government or not: Provided that the institutions having valid registration under the Juvenile Justice(Care and Protection of Children) Act, 2000 on the date of commencement of this Act shall be deemed to have been registered under this Act.

### **3 (D) Short Term Placement Pending Enquiry Order**

#### **1. Receiving a child after short term placement:**

Having said that institution is the last resort, the child goes through anxiety, apprehensions and various kinds of traumas and reaches to the last resort i.e. institutionalization.

It needs an enabling, welcoming and sensitive environment to receive the child within an institution. At times, the degree of child's anxiety and traumatic condition to go back to the system which lacks her/is care and protection, much profound, that the behaviour needs to be handled with utmost sensitivity and care in terms of dealing with issues faced by the child. Each stakeholder in an institution should strive to bring back the child to normalcy and a simultaneous plan of her/is development as an individual who can be repatriated to the society again needs a due diligence in terms of planning, implementing and timely reviewing the same.

Role of institution is to enable child to go back to society as a normal human being with a capacity to cope with challenges and conditions faced in life.

#### **2. Ensuring Institutions are the last resort for the child**

A child shall be placed in an institutional care as a step of last resort after making a reasonable inquiry. The due enquiry must be done and it should be ensured that the non-institutional services are also kept in mind while considering the child for the child care institution. The institution must be the last resort for each child.

## INSPECTIONS OF INSTITUTIONS

Inspection Committee constituted by Department of Social Welfare

Quarterly Inspection by these committees (atleast once in three months) in a team of not less than 3 members

The inspection committee shall include; CWC, DCPU, UTCPS, Non Official Members

Report to be submitted to Department of Social Welfare and action taken by DCPU or as directed by Department of Social Welfare

### 3 (E) Orders for stay to Child Care Institution

Production before Child Welfare Committee, Chandigarh

Enquiry marked to CWO/DCPU/NGO for providing enquiry report within 15 days

Enquiry Report submitted within 15 Days

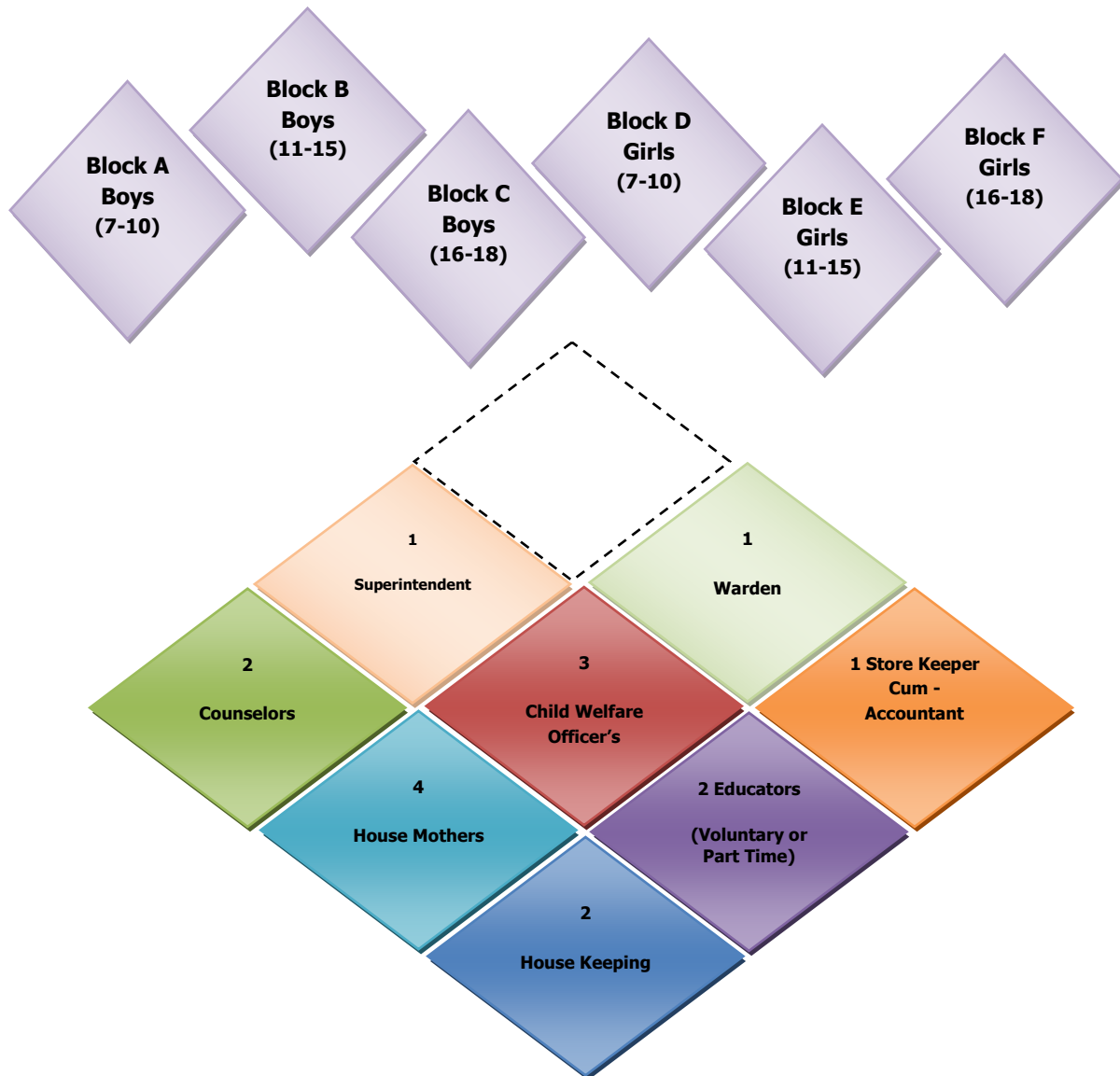
Final orders within four months for first production of child

Rehabilitated to CCI

## CHAPTER 4

### INSTITUTIONAL MANAGEMENT

#### 4 (A1) BLOCK WISE DIVISION OF STAFF



***The Suggested Staffing pattern for an institution with a capacity of 50 children under Juvenile Justice (Care and Protection of Children) Act, 2015, Personnel or staff of a Home with separate Superintendent for each block.***



#### **4 (A2) ROLE OF HONORARY DIRECTOR**

1. Hold periodic meetings with the staff and the children
2. Maintain standards of care in the child care institution
3. Monitoring of the activities of the institution and evaluating the challenges faced by the institution
4. Ensure timely requisition for the items to be used in the institution
5. To take prompt action to meet emergencies
6. Coordination with the Non-Government Organizations(NGO's), Corporate Social Responsibilities(CSR) and Child Care Institutions regarding donations and support
7. Ensuring regular Mock Drill of the child care institutions and training of the staff and the children for the natural calamities
8. Observance and follow follow-up of the daily routine of the children
9. Regular check in the blocks of the children and round of the child care institution
10. The follow- up action on the suggestions of the children, shall be taken and implemented on the need basis
11. Prompt, firm and considerate handling of the disciplinary matters
12. Planning, implementation and coordination of all institutional activities, program.

#### **4 (B) ROLE OF EACH STAFF**

##### **1. ROLES AND FUNCTIONS OF SUPERINTENDENT**

- 1) Hold periodic meetings with the representatives of non-governmental organizations concerned and social workers/ case workers, Special Juvenile Police Unit/ Child Welfare Police Office/ Anti-Human Trafficking Unit officers to discuss specific issues that may arise
- 2) The Superintendent may make temporary alterations in the scale of diet in individual cases when considered necessary by him, or on the institution Doctor's advice subject to the condition that the scale laid down is not exceeded.
- 3) Depending on the season, the Superintendent shall have the discretion to alter the time for distribution of food.
- 4) On the advice of the Institution Doctor or at the discretion of the Superintendent, every sick child who is prevented from taking regular food, on account of his ill-health, may be issued with medical diet as per the scale for sick children.
- 5) The primary responsibility of the Superintendent is of maintaining the Child Care Institution and of providing care and protection to the children.
- 6) The Superintendent shall stay within the premises to be readily available as and when required by the children or the staff and in case where an accommodation is not available in the premises, he shall stay at a place in close proximity to the Child Care Institution till such time such accommodation is made available within the premises of the Child Care Institution.
- 7) Ensure compliance with the provisions of the Act and the rules and orders made there under;
- 8) Ensure compliance with the orders of the Board or the Committee or the Children's Court;
- 9) Supervise and monitor discipline and well-being of the children and the staff;
- 10) Strive for the development and welfare of the children;
- 11) Plan, implement and coordinate all activities, programs and operations, including training and treatment programs or correctional activities as the case may be;
- 12) Segregate a child suffering from contagious or infectious diseases on the advice of the medical officer of the institution;
- 13) Ensure observance and follow-up of daily routine

- 14) Organize local and national festivals in the home;
  - 15) Organize trips or excursions or picnics for children;
  - 16) Send a list of children in Form 43 in the Child Care Institution to the Board or the Committee, as the case may be, every week and bring to the notice of the Board or the Committee, if no date is given for the production of any child before the Board or the Committee
  - 17) Allocate duties to personnel
  - 18) Maintain standards of care in the Child Care Institution
  - 19) Ensure proper storage and inspection of food stuffs as well as food served
  - 20) Maintain the buildings and premises of the Child Care Institution
  - 21) Provide accident and fire preventive measures, disaster management within the premises
  - 22) Make stand-by arrangements for water storage, power back-up, inverters, generators
  - 23) Ensure careful handling of equipment
  - 24) Employ appropriate security measures;
  - 25) Conduct periodical inspections, including daily inspection and rounds of the Child Care Institutions
  - (26) Take prompt action to meet emergencies;
    - To ensure the regular counseling of staff and their sensitization;
    - Maintaining children suggestion and complaint box and ensuring the implementation of valid suggestions.
    - Looking after security and safety arrangements of the home and has to be very vigilant that no case of abuse of any type occur and also bring to report to the immediate boss in any such incidents come to notice.
  - (27) Ensure prompt, firm and considerate handling of all disciplinary matters;
  - (28) Ensure proper and timely maintenance of the case files;
  - (29) Maintain all records and registers required under the Act and these rules;
  - (30) Prepare the budget and maintain control over financial matters;
  - (31) Organize the meetings of the Management Committee set-up under rule 65 of these rules and provide necessary support;
  - (32) Ensure monthly verification of all the records and registers by the Management Committee set-up under rules of J. J. Act;
  - (33) Liaise, co-ordinate and co-operate with the State Child Protection Society and the District Child Protection Unit as and when required;
  - (34) Co-ordinate with the legal cum probation officer in the District Child Protection Unit or the District or State Legal Services Authority to ensure that every child is legally represented and provided free legal aid and other necessary support.
  - (35) Ensure the production of the child before the Board or the Committee or the Children's Court on the date of such production and to ensure that the dates for the said purpose are recorded
- The Superintendent shall inspect the Child Care Institution as often as possible but not less than twice a day. He shall make a record of the timings of his inspection and also note his observations in a separate book maintained for the purpose, especially with regard to;
- (i) Maintenance of hygiene and sanitation,
  - (ii) Maintenance of order,
  - (iii) Quality and quantity of food,

- (iv) Hygienic maintenance of food articles and other supplies,
  - (v) Hygiene in the medical center and provisions for medical care,
  - (vi) Behavior of the children and staff,
  - (vii) Security arrangements, and
  - (viii) Maintenance of files registers and books.
- (36) Anything amiss that comes to the notice of the Person-in-charge shall be enquired into and set right and the date, time and nature of the action taken shall be noted in the book.
- (37) Where a problem of urgent nature has not been resolved within two working days, the Board or the Committee or the District Child Protection Unit shall be informed.
- (38) In case the Person-in-charge is on leave or otherwise not available, the duties of the Person-in-charge shall be performed by the Child Welfare Officer as designated by the Person-in-charge.

### **LIST OF DOCUMENTS TO BE CHECKED AND FILLED UP BY THE SUPERINTENDENT**

1. Receiving Performa
2. Medical of the child
3. DDR/ FIR
4. Orders from Child Welfare Committee
5. Proceedings of CWC
6. Case History of the child
7. Quarterly Progress Report of the child
8. Interaction Report with the child
9. Individual Care Plan of the child
10. Updating data on track the child portal
11. Preparing documents for restoration of the child staying in Institution
12. Supervision Form (Form No.VIII)
13. Undertaking of a Fit Person (Form No. IX)
14. Format for Enquiry Report (Form No. XIII)
15. Home Study Report (HSR) of the child

### **LIST OF REGISTERS TO BE MAINTAINED IN THE HOME**

S.NO.	REGISTER	PERSON RESPONSIBLE	ASSISTED BY
1.	Admission and Discharge register which will also indicate change of nature of custody	Child Welfare Officer/ Receiving Officer	Superintendent
2.	Attendance register for children	Shift in charge	Warden
3.	Case file of each child	Child Welfare Officer	Superintendent
4.	Children Suggestion book	Children Committee	Superintendent
5.	Counseling Register	Counselor	-----do-----
6.	Drug de addiction program enrollment and progress register	Medical Staff	Counsellor

7.	Handing Over Charge Register	Shift in Charge	Warden
8.	Housekeeping and Sanitation Register	Warden	Superintendent
9.	Inspection Book	Superintendent	Child Welfare Officer
10.	Legal Services Register	Child Welfare Officer	Superintendent
11.	Log Book	Driver	Superintendent
12.	Staff Meeting Register	Superintendent	Head Clerk
13.	Minutes Register of Children's Committee	Child Welfare Officer	Counsellor
14.	Minutes Register of Management Committee	Superintendent	Child Welfare Officer
15.	Production Register	Child Welfare Officer	Counsellor
16.	Staff Movement Register	Incharge of Security	Superintendent
17.	Personal Belonging Register	Superintendent	Warden
18.	Stock Register	Store Keeper/Accountant	Head Clerk
19.	Visitor's Book	Security Guards	Superintendent

**Note: Superintendent will be the custodian of all the above mentioned documents.**

## **2. DUTIES OF THE CHILD WELFARE OFFICER**

- (1) Every child welfare officer in the Child Care Institution shall carry out all directions given by the Board or the Committee or the Children's Court.
- (2) The child welfare officer shall establish linkages with voluntary workers and organizations to facilitate rehabilitation and social re-integration of the children and to ensure the necessary follow-up.
- (3) The child welfare officer available in the Child Care Institution at the time of receiving a child shall interact with the child received with a view to put the child at ease and befriend him and shall supervise the 'receiving of the child'.
- (4) On receipt of information from the police or child welfare police officer or on arrival of a child in the Child Care Institution, the child welfare officer shall forthwith conduct social investigation of the child through personal interviews with the child and his family members, social agencies and other sources; inquire into antecedents and family history of the child and collect such other material as may be relevant, and submit the Social Investigation Report to the Board or the Committee or the Children's Court, within fifteen days.
- (5) All the children in the Child Care Institution shall be assigned a child welfare officer and such child welfare officer shall be responsible qua the child assigned to him in all respects viz. care and development of the child, reporting to the Board or the Committee or the Children's Court about the child or maintaining the child's record in the Child Care Institution.
- (6) Upon assignment of the child to a child welfare officer, the Child Welfare Officer shall:
  - (i) Prepare the case file of the child;

- (ii) Maintain the Protective Custody Card;
- (iii) Prepare and maintain the medical record of the child and ensure that the treatment of the child is not interrupted or neglected;
- (iv) Meet the child every day to ensure his safety, welfare and development; assist the child to adjust to the life in the Child Care Institution. A newly received child shall be met more often than once a day;
- (v) Gather information about the child within the initial five days to ascertain the child's education, vocational status and aptitude and emotional status;
- (vi) Have the necessary tests, assessments and examinations of the child conducted;
- (vii) Collect the child's medical, mental status, cognitive assessment, psychosocial and addiction status reports from the persons concerned and place them in the medical record of the child;
- (viii) Study the reports and prepare in consultation with the child and his family members, an individual care plan for the child in Form 7 or Form 22 for the period pending inquiry, to be placed in the case file of the child. The child welfare officer may consult the counselor, psychologists or such other person as he deems fit in this regard;
- (ix) In keeping with the individual care plan, a daily routine shall be developed for the child and explained to him;
- (x) Ensure that the child adheres to the routine so developed and take timely reports from the caregivers in this respect;
- (xi) Review periodically the implementation and effectiveness of the individual care plan and if necessary, suitably modify the individual care plan in Form 7 or Form 22 and/or the routine of the child with the approval of the Management Committee;
- (xii) Resolve the problems of the child and deal compassionately with their difficulties in life in the Home;
- (xiii) Participate in the orientation, monitoring, education, vocational and rehabilitation programs in respect of the child and attend the parent teacher meetings in schools in respect of children assigned to them;
- (xiv) Establish co-operation and understanding between the child and the Person-in-charge;
- (xv) Assist the child to develop contact with family and also provide guidance and assistance to family members; 82
- (xvi) Attend the Board or the Committee or the Children's Court proceedings, convey all the information and file all reports that may be called for;
- (xvii) On receiving the copy of the order of declaration of age, to make the necessary changes in the record as regards the age of the child if any change is required and to place the copy of the said order in the case file of the child;
- (xviii) Participate in the pre-release programs and help the child to establish contact which can provide emotional and social support to the child after the release;
- (xix) Maintain contact with the children after their release and extend help and guidance to them;
- (xx) Visit regularly the residence of the child under their supervision and also places of employment or school attended by such child and submit fortnightly reports or as otherwise directed;
- (xxi) Accompany the child wherever possible from the Board or the Committee or the Children's Court to Child Care Institution as the case may be;

- (xxii) Maintain record of the next date of production of the child before the Board or the Committee or the Children's Court or for medical treatment and ensure the production of the child before the Board or the Committee or the Children's Court or for medical treatment on the said date;
- (xxiii) Maintain the registers as may be specified from time to time;
- (xxiv) Generally do everything in the best interest of the child;
- (7) Liasoning with different CWCs of different districts across India for facilitating restoration of the child
- (8) Facilitating CWC in restoration and documentation regarding the same
- (9) A list of all designated Child Welfare Police Officers, Child Welfare Officers, Probation Officers, Para legal volunteers, District Legal Services Authorities and registered voluntary and non-governmental organizations in a district, Principal Magistrate and members of Boards and members of Special Juvenile Police Unit or Child Welfare Police Officers with contact details shall be prominently displayed in every police station.
- (10) The monitoring authority, where appointed shall maintain a Rehabilitation Card for the child/person in Form 14. Child welfare officer or a fit person may be appointed as a monitoring authority.
- (11) The child welfare officer, shall prepare a post release Plan and submit the same to the Board or the Committee, two months before the child is due to leave the Child Care Institution, recommending after care for such a child, as per the needs of the child
- (12) The child welfare officer can be designated as rehabilitation cum placement officer as per the due experience in the field.
- (13) In case the Person-in-charge is on leave or otherwise not available, the duties of the Person-in-charge shall be performed by the Child Welfare Officer as designated by the Person-in-charge.

#### **Duties of a Child Welfare Officer (under section 87 of JJ Act)**

Every child welfare officer shall carry out all directions given by the Board or Committee or concerned authority and shall perform the following duties, functions and responsibilities:—

- (a) Making social investigation of the child (Form VI) through personal interview and from the family, social agencies and other sources; -
- (b) Attending the proceedings of the Board or Committee and submitting reports as and when required;
- (c) Clarifying problems of the child and dealing with their difficulties in institutional life;
- (d) Participating in the orientation, monitoring, education, vocational and rehabilitation programs;
- (e) Establishing co-operation and understanding between the child and the Superintendent;
- (f) Participating in the pre-release program and helping the child to establish contacts which can provide emotional and social support to child after their release;
- (g) Establishing linkages with voluntary workers and organizations to facilitate rehabilitation and social reintegration of child and to ensure the necessary follow-up;
- (h) Follow-up of children after their release and extending help and guidance to them;

#### **List of Documents to be filled up by CWO**

1. Individual Care Plan of the child
2. Case History of the child
3. Quarterly Progress Report of the child
4. Interaction Report with the child
5. Updating data on track the child portal of the child



6. Preparing documents for restoration of the child staying in Institution
7. Supervision Form (Form No. VIII)
8. Undertaking of a Fit Person (Form No. IX)
9. Format for Enquiry Report (Form No. XIII)
10. Home Study Report (HSR) of the child
11. Restoration Report of the child by Superintendent
12. Report of Post Release follow up of the child

### **3. ROLES AND FUNCTIONS OF COUNSELORS**

- 1) To understand the child's physical and emotional state.
- 2) To resolve trauma and foster healing and growth.
- 3) To hear the child's version of the circumstances leading to the concern.
- 4) To respond appropriately to the child when in crisis.
- 5) To provide counseling, support and group based programs to children referred to them.
- 6) To improve and enhance the child's overall personal and social development and his/her health and well-being.
- 7) To facilitate the reintegration of the child into his/her family or community.
- 8) Time to time need based counseling session to be conducted.
- 9) Individual and group counseling sessions based on different issues to be addressed on regular time intervals.
- 10) Counseling sessions with a motive to prepare child for escorts/ restoration along with other stakeholders.
- 11) Taking counseling sessions with different stakeholders.
- 12) Counseling session with the parents of the child under child in need of care and protection.
- 13) Education, career, health, trauma, grievance/bereavement counseling sessions, take on regular basis.
- 14) Consultation with clinical psychologist and psychiatrists regarding mental health interventions.
- 15) Periodic psychological testing within home (I.Q, Aptitude, Interest, Personality, Achievement, Trauma, Attitude, Mental health).
- 16) In-take counseling session, within 24 hours.
- 17) Fill up case history forms of every newly admitted child.
- 18) To fill the psychological aspects of Individual care plan.

### **PRINCIPLES OF COUNSELING**

- 1) Principle of acceptance, trust, confidentiality; each child must be accepted as an individual and dealt with as such. The counselor should give, due regard to the rights of the child.
- 2) Principle of permissiveness; counseling in such a relationship to develops optimism and environment shapes according to the child . All the thoughts accept the relative relationship of counseling.
- 3) Principle of respect; respecting a child's feeling must be an integral part of counseling process.
- 4) Principle of resilience; the capacity to work with the child's concerns without being personally diminished.
- 5) Principle of integrity; commitment to being moral in dealing with others, personal straight forwardness, honestly and coherence.
- 6) Justice; the fair and impartial treatment of all children and the provision of adequate services.
- 7) Listening skills; listening attentively to the child in an attempt to understand both the content of their problem as they see it and the emotions they are experiencing related to the problem
- 8) Empathy and positive regard; understand and listen the feelings and perspectives of the child and positive regard is an aspect of respect.
- 9) Clarification, Confrontation, interpretation; an attempt to restate what the child is saying or feeling, so the child may learn something or understand the problem better. Confrontation and interpretation should also be added.

## Do's and Dont's for a Counselor while dealing with a child

Do's	Dont's
<ol style="list-style-type: none"> <li>1. Being trustworthy and confidential: confidentiality as an obligation arising from the child's trust; restrict any disclosure of confidential information about child to furthering the purposes for which it was originally disclosed.</li> <li>2. Autonomy: respect for the child's right to be self-governing</li> <li>3. Empathy: the ability to communicate understanding of another person's experience from that person's perspective.</li> <li>4. Resilience: the capacity to work with the child's concerns without being personally diminished.</li> <li>5. Integrity: commitment to being moral in dealings with others, personal straight forwardness, honesty and coherence.</li> <li>6. Justice: the fair and impartial treatment of all children and the provision of adequate services.</li> </ol>	<ol style="list-style-type: none"> <li>1. Biasness: Counselor's attitude should not be favorable/ unfavorable toward child.</li> <li>2. Being judgment: preconceived notion should not be there while dealing with child.</li> <li>3. Not listening properly: counselor should not have passive listening skill.</li> <li>4. Labeling &amp; diagnosis: mental fixedness should be avoided.</li> <li>5. Imposing your own beliefs: do not impose your own beliefs while dealing with children</li> <li>6. Scolding and threatening: counsellors should not speak loudly, behave rudely, screamingly while dealing with child.</li> </ol>

## 4. ROLES AND FUNCTIONS OF WARDEN

The warden shall have the primary responsibility of maintaining the Institution and shall stay within the Institutional premises to be readily available as and when required by the children and the staff and in case where an accommodation is not available within the Institutional premises.

The general duties and functions of the warden shall include:

1. Providing homely atmosphere of love, affection, care, development and welfare for children and dealing with difficulties of children in institutional life;
2. Maintaining optimum standards of care in the Institution;
3. Proper maintenance, Sanitation and Hygiene of buildings and premises;
4. Security measures and periodical inspection, including daily inspection and rounds of the institution
5. Conducting regular inspection of mess, kitchen and dining halls to ensure the maintenance of quality of food being served and proper storage of food stuff.
6. Maintaining discipline and teaching eating and dining etiquettes to children while having food.
7. Provide Homely and enabling atmosphere of love, affection, care and concern for children
8. Ensuring the children to attend school and those who do not attend the school should not be in the dormitory
9. Every movement of the child going outside the block should be entered in register.
10. Ensuring the timetable is maintained and followed by children in the block
11. Supervision and monitoring of children's discipline and wellbeing
12. Planning, implementation and coordination of all institutional activities, programs and operations, including training and treatment programs or correctional activities as the case may be;
13. Prompt action to meet emergencies
14. Ensuring accident and fire preventing measures within the institutional premises
15. Stand by arrangements of storage, power plant, emergency lighting
16. Careful handling of equipment. Reporting of every incident in writing to the Superintendent

17. Observation and follow up of daily routine
18. Ensuring that children are enrolled in vocational training courses and attending the same regularly
19. Maintain proper hygiene in the home.

**Daily Routine.**

- (1) Every Child Care Institution shall have a daily routine for children developed in consultation with the Children’s Committees, which shall be prominently displayed at various places within the Child Care Institution.
- (2) The daily routine shall provide, inter alia, for a regulated and disciplined life, personal hygiene and cleanliness, physical exercise, yoga, educational classes, vocational training, organized recreation and games, moral education, group activities, prayer and community singing and special programs for Sundays and holidays and national holidays, festive days, birthdays.
- (3) An annual mandatory medical check-up for each child shall be got conducted

**5. ROLES AND FUNCTIONS OF THE HOUSE MOTHER, CAREGIVER**

- (1) Every house mother or caregiver shall abide by the directions of the Person-in-charge.
- (2) The general duties, functions and responsibilities of a house mother and caregiver shall be as follows:
  - (i) handle every child in the Child Care Institution with love and affection;
  - (ii) take proper care of the child and ensure his/her welfare;
  - (iii) provide each child upon his reception with all the necessary supplies like clothing, toiletries etc.;
  - (iv) replenish the provisions/supplies as per scale and need of the child;
  - (v) maintain discipline among the children;
  - (vi) ensure that the children maintain their personal cleanliness and hygiene;
  - (vii) look after maintenance, sanitation and maintain hygienic surroundings;
  - (viii) implement the daily routine of every child in an effective manner and ensure the participation of the children;
  - (ix) look after safety and security arrangements in the Child Care Institution;
  - (x) escort the children whenever they go out of the Child Care Institution for purposes other than production before the Board or the Committee or the Children’s Court;
  - (xi) report to the Person-in-charge and to the Child Welfare Officer about the child assigned to the Child Welfare Officer;
  - (xii) maintain the registers, relevant to their duties;
  - (xiii) any other duty as may be assigned by the Person-in-charge of the Child Care Institution.
  - (xiv) ensure that dormitories, play area, activity rooms, etc are clean well ventilated.
  - (xv) supervise the daily routine of the children
  - (xvi) try to provide a secured environment for the children
  - (xvii) enforce discipline amongst the children
  - (xviii) take care of sick children
  - (xix) monitor the quality of food served to the children everyday

- (xx) listen to the problems of the children and provide support
- (xxi) handling of children with love, care, affection and with non-judgmental attitude.
- (xxii) personal hygiene to prevent contamination of food by food service employees

## 6. ROLES AND FUNCTIONS OF COOK AND HELPER

1. Cook and helper should report to work in good health, clean and dressed in clean uniform
2. Cook and helper must wash hands properly and frequently and at the appropriate times. They should also ensure it for the children and staff at the institution. Hand washing with soap is a key strategy for controlling the spread of infections. It should be done;
  - a. After using toilet
  - b. Before handling raw food materials
  - c. Before food preparation
  - d. Before serving food
  - e. When interruptions in food preparation occur
  - f. After cleaning floor and utensils
  - g. After sneezing, coughing, etc.
  - h. After touching hair, face or body
  - i. After any cleanup activity such as sweeping, moping or wiping counters
  - j. After touching dirty dishes, equipment's or utensils
  - k. After handling trash
  - l. After any time the hands may become contaminated
5. Cook and helper should keep finger nails trimmed and maintained so that the edges are cleanable and not rough
6. Cook and helper to avoid wearing finger nail polish
7. Hair to be combed and tied before cook and helper enter the kitchen area
8. Cook and helper should not wear any loose jewelry that may fall in the food

## 7. ROLES AND FUNCTIONS OF STAFF NURSE

FUNCTIONS	BRIEF DESCRIPTION
<b>Integrating medical files with individual file of the child</b>	There should be a single file for each child wherein all the medical related documents to be filled along with the other documents of the child. Assisting CWO in filling the ICP Case History and QPR. In Case of emergency it will difficult to find file.  One separate room should be available in Superintendent office Where all the files kept properly and one person should be available to issue and receive the file in proper manner to avoid any type of missing record with availability of 24 hours.
<b>Medical examination upon entry</b>	On admission medical examination need to done with proper investigation.
<b>Preparing &amp; maintaining an immunization schedule</b>	On admission according to child age given Inj. TT MMR , Hepatitis & Chickenpox need to be done

### Regular Health Monitoring and Planning

Daily OPD.  
Dispense medicines  
Sever case refer to Hospital immediately for further treatment,  
Follow-up of treatment if any required  
Iron supplementary need to be provide monthly based as per requirement.  
Investigations need to be done properly in every year of every child.

### Planning of health check-up camps of children

Pediatrician visits done twice a month by GMCH-16  
PGI Pediatrician visit on every Friday  
General physician, Gynecologist, Psychiatrists, Dermatologist needs to visit in campus twice in a month.  
Dental & Eye checkup need to visit quarterly minimum.  
Blood test need to be done in once a year.

### Planning a diet and nutrition plan for children

Mess menu as per dietician directions.  
Dietician need to visit twice in month

### Involving parents or guardian in care plan of the child

Involving parents in terms of any medical needs of the child (particularly in emergency) along with counselors on need basis

## PREPARING A MEDICAL FILE OF A CHILD

### Essentials of a Medical File Include

Personal Data with recent colour photo  
Personal History  
Height Wight Chart  
Deworming Chart.  
Investigation Chart  
Treatment Chart  
Vital Chart

## 8. ROLES AND FUNCTIONS OF STOREKEEPER/ STORE MANAGER

1. Maintaining Stock Register of the institution
2. Procure and maintain stock of various items required in the institution
3. Stock received should be entered on next date
4. Articles received in donations should be entered on the same day
5. The moment stock goes below 20 percent of the monthly requirement, the demand should be raised accordingly (Same day).
6. Up to five percent of the monthly stock should be available with the wardens of the particular block ( Block-A, Block- B, )
7. Compulsory monthly physical verification of the stock
8. Requirement of every item which is required by children should be timely sent by the staff

9. Instead of minimum stock item given as per J. J Act, 2015, some items should be given as per the need/frequency variant of the children.
10. To make ensure that every child of the CCI should get the required items/material on time.
11. Stationary should be provided to the Staff (Special Educator/Part time- Teachers) for the development of the children and it should be also entered in stock register
12. Stationary should be provided to the staff (Child Welfare Officers/Counsellors) for the development of the children and it should be also entered in stock register
13. Timely material should be provided to the sweepers for the hygiene and regular cleanliness of the CCI
14. He is responsible for the smooth and effective functioning of the store.
15. The store manager is responsible for maintaining the overall image of the store. . The store manager must ensure that his store meets the expectations of the CCI.  
He must ensure:
  - a. The store is kept clean
  - b. Shelves and racks are properly stocked and products do not fall off the shelves.
  - c. The store is well lit, ventilated and offers a positive ambience.
  - d. Displaying the name and logo of the store is installed at the right place and viewable to all.
16. He is responsible for managing the assets of the store. The security and safety of the store is his responsibility. The store manager must ensure that sufficient inventory is available at the store to avoid being "out of stock".
17. He along with his subordinates are responsible for planning and managing the store.  
He must ensure that the store is free from pilferage.

**Overall care of staff and their wellbeing:**

1. Presentation of store and advertising displays
2. Product management, including ordering, receiving, price changes, handling damaged products, and returns.
3. Team Development, facilitating staff learning training, and development
4. Problem solving, handling unusual circumstances
5. To understand the customer service principles
6. To handle problems and questions to customers
7. Basic Computer applications in stores management and materials control

**ROLES AND FUNCTIONS OF SECURITY GUARDS**

- 1) The Security guards who will be deputed on the main gate is responsible for making entry of each and every visitor, NGO's and checking the items like donation items, stock items and weight the items accordingly.
- 2) Necessary entry of the children should be made who are going outside of the gate, at the time of going out and coming back to the CCI with thorough and proper checking.
- 3) They are responsible for the security of the children in the campus, and make strict observations during their duty on the posts.
- 4) The behavior of the guards with the visitors, NGO's, parents, children should be very polite.
- 5) No entry should be given to the unauthorized person without the permission of Superintendent of CCI.
- 6) List of NGO's and Inspection Committee should be provided / made available to the main gate entry to avoid the entry of unauthorized person.

## 4 (C) STAFF AND INSTITUTIONAL MANAGEMENT

1. **Staff management:** Staff management is an integral and most important part to be focused in order to create a qualitative output in terms of long term development and welfare of the children who are linked to CCI and various other non-institutional services. Superintendent being the managing source of the institution should look in to various aspects of staff management which are as under;
  - Timely requirement of staff
  - Availability of resources for staff to carry out work smoothly and efficiently
  - Creating an encouraging environment and culture of tolerance
  - Giving opportunities to staff to attend various workshops, seminars, symposiums etc
  - Clarification of role of each staff on the part of Superintendent
  - Timely assessment of employee needs and ways to fulfill them
- a) The personnel strength of a Child Care Institution shall be determined according to the duty, posts, hours of duty and category of children that the staff is meant to cater to.
- b) The institutional organizational set up shall be fixed in accordance with the size of the Child Care Institution, the capacity, work-load, distribution of functions and requirements of programs.
- c) The staff of the Child Care Institution shall be subject to control and overall supervision of the Person-in-charge who by order, shall determine their specific duties and responsibilities in keeping with the statutory requirements of the Act and these rules;
- d) The number of posts in each category of staff shall be fixed on the basis of capacity of the institution and shall proportionately increase with the increase in the capacity of the institution;
- e) Any person associated with a Child Care Institution should not have been convicted of an offence or have been involved in any immoral act or in act of child abuse or employment of child labour or in an offence involving moral turpitude or be affiliated to any political party.
- f) No person shall be appointed to or work in a Child Care Institution without police verification.
- g) The security personnel shall be deployed as per requirement of the Child Care Institution, taking into consideration if the child is alleged or found to be in conflict with law or children in need of care and protection, strength of the children, age groups, physical and mental status, segregation facility based on the nature of offence and structure of the Institution.
- h) The security personnel to be engaged or appointed shall be adequately trained and oriented to deal with the children with sensitivity preferably ex-servicemen or retired Para-military personnel or through Director General of Resettlement.
- i) The security personnel shall not be with arms or guns but have training and special skills to handle a crisis situation, control violence and escape of children from the institution, conduct search and frisking and security surveillance.
2. **Visitor Management:** Ensuring a welcoming environment for visitors and proper and planned way of orientation by Superintendent. Superintendent would accompany the visitor to make the access of the Institute. All suggestions should be noted and necessary action should be taken on the suggestions of the visitors on the part of Superintendent. Necessary entry on the visitor register would be made and a pass shall be issued which should have the entry of time in and time out along with the photograph and the signature of the visitor and of the child to whom the visitor has come to meet.
3. **Parent Interaction Management:** Interaction is an important part to keep track with the development and liking of children. It also helps to mould and shape the future of children by establishing rapport with family/ relatives with whom the child has emotional and psychological bond. Proper timings should be fixed, for the stay of the parents. No money or other articles/ materials should be given to the children by parents during their visits. Counsellors should be there at the time of parents day meet and they should keep check on



the interaction of the children with their parents. Proper Register should be made for the parent interaction management by the Superintendent.

**4. Planning outing and Excursion movement:** The CCI plans three out-station trips in a year. The consolidated permission is required to be issued by the competent authority for the outing of children from CCI. Register should be maintained to keep the record of the same by Superintendent and Warden.

**5. Identifying and planning training needs of staff**

**Training of personnel dealing with children**

The State Government shall provide for training of personnel appointed under the Act and the rules and each category of staff, in keeping with their statutory responsibilities and specific jobs requirements.

The training program shall include:

- i. Introduction on the various Acts related to children (JJ Act, POCSO Act, Child Labour Act) and the rules;
- ii. Orientation on child welfare, care and protection;
- iii. Induction training of the newly recruited personnel;
- iv. Refresher training courses and skill enhancement programs, documentation and sharing of good practices;
- v. Basic Foundation Course in Child Psychology and Preparing a Milieu Based Interventions
- vi. Conferences, seminars, workshops

**TENTATIVE TRAINING SCHEDULE INCLUDING INDUCTION AND ONGOING**

S. No.	Name of the training	Tentative Month
1	Induction Training of newly recruited staff	Within one month of the newly recruited staff
2	J.J Act & POCSO Training	6 monthly
3	Refresher training – Documentation & sharing of good practices	6 monthly
4	Conferences, Seminars, Workshops and Symposiums	Regular basis
5	Training on Various Acts (Labor, trafficking)	Yearly
6	Training for Housemothers on JJ act, POCSO, handling of children with love and affection, etc.	6 monthly

**6. Planning and managing monthly, quarterly and annual meeting of staff and performance review of staff performance:** The Monthly, Quarterly and annual meeting should be called in a time frame. The time frame of the meeting is as under

- 1) Monthly – every 4<sup>th</sup> Friday of the month
- 2) Quarterly – First week of every quarter
- 3) Annually – Last week of December

**7. Management Committee:** Every institution shall have a management committee for the management of the institution and monitoring the progress of every child. In order to ensure proper care and treatment as per the Individual Care Plan, a child shall be grouped on the basis of age, nature, kind of care required, physical and mental health and length of stay order.



8. **Children's Committees:** Superintendent of every institution for children shall facilitate up of Children's Committees for three different age groups of children, viz., 6-10 years, 11-15 years and 16-18 years and these Children's Committee shall be constituted solely by children.
9. **Stock management:** Snehalya- Child Care Institute being a home equivalent to almost 6 homes put together there is a need to keep regular and exact check on stock of daily needs issued to children as well as stock of ration used daily. Following are the aspects which are to be considered for smooth stock management;
  - Systematic details of stock issued and stock in hand should be there.
  - Provision of buffer stock both in terms of daily needs and in rationing items
  - A separate stock store room should be allocated within the children's block under supervision of wardens wherein all the items like uniform, bags, shoes, socks and other daily need items to be kept in systematic manner.
  - There should be a daily check on the items issued and returned back safely within the stock store room
  - A systematic requisition system to be setup in order to assess exact time when the requisition is to be put up and also the assessment of buffer stock.
10. **Stock Checking and Verification:** There should be surprise check on the stock once in a month and verification at least twice in a month. On the last day of the month all store should be checked with ground balance as well as stock register and necessary entry required to "that the store has been checked and found correct".
11. **List of Major Stakeholders Matrix in Development of Children**

S. NO	AGENCIES
1	<b>Commission for Protection of Child Rights</b> – The National Commission for Protection of Child Rights constituted under section 3, or as the case may be, the State Commission for Protection of Child Rights constituted under section 17 (herein referred to as the National Commission or the State Commission, as the case may be), of the Commissions for Protection of Child rights Act, 2005, shall, in addition to the functions assigned to them under the said Act, also monitor the implementation of the provisions of this Act, in such manner, as may be prescribed.
2	<b>Child Welfare Committee</b> – The State Government shall by notification in the Official Gazette constitute for every district, one or more Child Welfare Committees for exercising the powers and to discharge the duties conferred on such Committees in relation to children in need of care and protection under this Act
3	<b>Child Care Institute</b> –Child Care Institution is a Children Home registered under J. J. Act, which provides care and protection to children
4	<b>Union Territory Child Protection Society –</b> Every State Government shall constitute a Child Protection Society for the State and Child Protection Unit for every District, consisting of such officers and other employees as may be appointed by that Government, to take up matters relating to children with a view to ensure the implementation of this Act, including the establishment and maintenance of institutions under this Act, notification of competent authorities in relation to the children and their rehabilitation and co-ordination with various official and non-official agencies concerned and to discharge such other functions as may be prescribed.
5	<b>District Child Protection Society</b> –The District Child Protection Society shall manage and monitor the Data Management and report compilation. Apart from this,

	DCPS shall also assist in documentation and procedural issues faced by CCI. The provision of funds as applicable under ICPS along with providing sponsorship to children shall be done by DCPS.
6	<b>Labour Department</b> –Filing of cases of Child Labour and taking appropriate and timely actions as per the provisions of the act.
7	<b>Child line 1098:</b> The Childline will assist rescue team to collect the psycho social data of the children with assurance of management of time and personnel during admission of child. Childline shall also coordinate with different stakeholders and ensure complete documentation is available for production before CWC and while admitting the child to CCI.
8	<b>Anti-Human Trafficking Unit:</b> AHTU has to help in rescuing children who are victims of trafficking, child beggary and child labour or any such suspected cases of trafficking to be brought in to notice of CWC. The AHTU has to file DDR/FIR in terms of missing/abandoned and orphaned cases referred to them.
9	<b>Police Officials:</b> The police officials has to provide police support at any stage where required and filing of DDR and FIR if need be as per the provisions of JJ Act. They also have to take due diligence in inquiry into trafficking cases and dealing with cases of missing children.
10	<b>NGO'S:</b> NGO and volunteers can be used for monitoring the children once they have returned to their home and maintain close coordination with all stakeholders. There is a need for an active involvement on the part of NGO to come forward and help the children in their overall development by providing voluntary services.
11	<b>Evaluation of functioning of Structures:</b> The Central Government or State Government may independently evaluate the functioning of the Board, Committee, special juvenile police units, registered institutions, or recognized fit facilities and persons, at such period and through such persons or institutions may be prescribed by that Government.

S.NO	Inspection team	Daily/ Monthly/Annually
1.	Superintendent	Daily
2.	District Child Protection Unit	1 visit Monthly
3.	Child Welfare Committee	2 visits Monthly
4.	Inspection Committee	Quarterly
5.	Chandigarh Commission for Protection of Child Rights	Annually

### 13. Policy on Sensitization of Staff and Children

#### Abuse and exploitation of the child

- (1) Every institution shall have systems of ensuring that there is no abuse, neglect and maltreatment and this shall include the staff being aware of what constitutes abuse, neglect and maltreatment as well as early indicators of abuse, neglect and maltreatment and how to respond to these.

- (2) In the event of any physical, sexual or emotional abuse, including neglect of juveniles and children in an institution by those responsible for care and protection, the following action shall be taken:
  - (i) the incidence of abuse and exploitation must be reported by any staff member of the institution immediately to the Officer-in-Charge on receiving such information;
  - (ii) when an allegation of physical, sexual or emotional abuse comes to the knowledge of the Officer-in-Charge, a report shall be placed before the Board or Committee, who in turn, shall order for special investigation;
  - (iii) the Board or Committee shall direct the local police station or Special Juvenile Police Unit to register a case, take due cognizance of such occurrences and conduct necessary investigations;
  - (iv) the Board or Committee shall take necessary steps to ensure completion of all inquiry and provide legal aid as well as counseling to the juvenile or child victim;
  - (v) the Board or Committee shall transfer such a juvenile or child to another institution or place of safety or fit person;
  - (vi) the Superintendent of the institution shall also inform the chairperson of the management committee and place a copy of the report of the incident and subsequent action taken before the management committee in its next meeting;
- (3) Any person in-charge of or employed in a child care institution, who subjects a child to corporal punishment with the aim of disciplining the child, shall be liable, on the first conviction, to a fine of ten thousand rupees and for every subsequent offence, shall be liable for imprisonment which may extend to three months or fine or with both.
- (4) If a person employed in an institution referred to in sub-section (1), is convicted of an offence under that sub-section, such person shall also be liable for dismissal from service, and shall also be debarred from working directly with children thereafter
- (5) In case, where any corporal punishment is reported in an institution referred to in sub-section (1) and the management of such institution does not cooperate with any inquiry or comply with the orders of the Committee or the Board or court or State Government, the person in-charge of the management of the institution shall be liable for punishment with imprisonment for a term not less than three years and shall also be liable to fine which may extend to one lakh rupees

**14. Improving NGO's and Civil Society involvement within home:** NGO's and Civil Society should have the necessary permissions to visit the CCI and interact with the children. Proper entry should be made in the NGO interaction Register. Their suggestions for the betterment of the CCI and welfare of the children should be considered.

**15. Medical role:** A regular health and hygiene status report of the child should be submitted by the medical staff wherein the aspects regarding awareness of health and hygiene given to the children, be mentioned on periodic basis.

**16. Mental Health**

- (1) A child friendly space for therapeutic group intervention shall be created in every Child Care Institution which shall have a non- threatening conducive environment, general ambience and resource availability.
- (2) The infrastructure for such child friendly space would include: (i) Physical environment to facilitate a wide range of appropriate activities and programs; and (ii) Encouraging, supporting and sensitive staff.
- (3) Confidentiality on all matters regarding the child's personal details shall be maintained and the child shall be assured of the same so that a rapport and trust can be built with the child. A non- critical and proactive approach ensuring the comfort zone of the child shall be adopted in the Child Care Institution.

- (4) A psycho- social profile of every child shall be maintained by the Child Care Institution and updated every month. Special observations may be recorded, when required. Person-in-charge of the institution shall ensure that any recommendations made shall be duly compiled with.
- (5) Initial Psychological Assessment shall include detailed case history along with cognitive assessment and personality assessment using tests as medically prescribed depending upon the age of the child.
- (6) Psycho-social profile of every child shall include an activity plan and encourage involvement of the child in different activities and tasks for attitude change, aptitude development and behavior modification.
- (7) Anyone at risk behavior, trauma, mental health concerns/disorders/addictions/ psychological care needed for the children and treatment/therapy must be documented and the Person-in-charge shall be guided for the supervision and management of the same.
- (8) A brief summary of the therapeutic interventions (individual as well as group) along with the plan for the follow up sessions shall be maintained for each child in the Child Care Institution.
- (9) Interactive, participatory skills in an enabling environment for children with support of individual or group therapy must be encouraged for children in need of such treatment in all Child Care Institutions. The therapeutic group interventions must be conducted by counsellors adequately trained or experienced for the purpose.
- (10) The environment in an institution shall be free from abuse, allowing children to cope with their situation and regain confidence. A multi-pronged approach aimed at increasing awareness about different forms of abuse must be adopted. Safe places of interaction, regular screening of staff, professionals and feedback amongst the children should be provided in the Child Care Institutions.
- (11) The counselor and house parent should regularly interact with the child individually and in groups to keep a watch towards any flag-signs of abuse (sexual, physical, emotional, verbal and any other) and signs of self-harm and disruptive behavior within the Child Care Institution and the same shall be reported to the Person-in-charge who shall in turn bring the same before the Management Committee and the Board or the Committee or the Children's Court at the earliest. The counselor shall help the child to develop coping skills and initiate therapy and medication, wherever necessary.
- (12) Each Child Care Institution shall make provision for individual therapy as a critical mental health intervention and provide the necessary infrastructure for the same.
- (13) Every institution shall have trained counselors and shall also collaborate with external agencies such as child guidance and counseling centers, psychology and psychiatric departments or similar government and non-government agencies, for specialized and regular therapeutic intervention in the Child Care Institution.
- (14) A mental health care plan (on recommendations of mental health experts) as part of the individual care plan shall be developed for every child in consultation with mental health experts associated with the Child Care Institution.
- (15) No child shall be administered medication for mental health problems without psychological evaluation and diagnosis by appropriately trained mental health professionals.
- (16) Medicines should be administered to the children only by trained appointed medical staff and not by any other staff of the Home.

#### 1. RESTORATION - PREPARING A CHILD FOR RESTORATION PROCESS

The best interest of the child has its base in family being the best place for child's overall development. Children are institutionalized due to a sudden collapse of support system which enables the child to develop and advance socially, psychologically, academically and professionally as a societal human being. Collapsing of support systems can be temporary or for a prolonged period depending on which the child's repatriation to support system and enabling environment should be based upon.

Institution has to constantly look up for the enabling system through which the child can be repatriated to the society from where s/he comes. There are options that the child can go back to family which was dysfunctional for a time being for child's overall care and protection. Besides this when the environment which is dysfunctional for a child and can take a prolonged period to get back to normalcy, various non-institutional services such as adoption, fostercare and sponsorship can be availed.

While choosing these options a due diligence is to be kept towards child's preparedness in availing these options consciously and with a positive acceptance. For this the institution has to offer timely and periodically services of counseling, therapeutic (at psychological and psychiatric level) to the child on need basis and has to deal with various apprehensions and doubts of child in an utmost sensitive manner. The stakeholders in the institution should strive to be more vigilant and extremely receptive towards the doubts, fears, anxieties expressed by the child and to clear them with more positive attitude by making the child consciously realizing her/his capabilities and potential to achieve the best out of it. A non-judgmental attitude though a child centric perspective is inevitable to prepare a child for restoration and linking her/him to other non-institutional services.

It is said that institution is the last resort for the child and that child to get a family with a caring and protecting environment is her/his social, psychological and legal right which should be the supreme motto of the stakeholders giving services in the institution.

##### A. Preparation to restoration of child to

- **Family:** A proper care should be taken by a Welfare Officer to prepare a child for restoration within a family. It can be a foster family or the child's own family depending on which the interaction techniques with child should be devised. When the child is restored in family, it is the family members who also have apprehensions and doubts in a same way a child who is restored to that family has. The interaction with child and family members should be done with an objective of making the child comfortable to accept the family members and vice versa.
- **Kinship:** A due diligence be given while restoration of a child to any of her/his kinship in terms of regular follow up and assessment of the progress report of the child submitted by the Welfare Officer in form of post release followup should be there. The need for continuous assessment arises from the point that if a child feels uncomfortable or does not want to stay with kins at any point of time, the same is immediately addressed by the concerned stakeholders in terms of best interest of the child.
- **Child labour:** The child who has come under child labour category should be provided care and protection along with the educational aspect which is found missing in most of the child labour cases. All the stake holders such as AHTU, Labour Department, UTCPS, DCPS should take appropriate action as prescribed under the laws related to child labour in India in terms of issuing a challan and payment of at least minimum wages to the child who has worked as it's his/her legal right to get it. A constant effort should be made to create awareness on the issue in order to minimise it.

Before restoring a child under child labour category, The Child Welfare Committee should thoroughly go through all the required documents that are produced by the claimant of the child

and that a strict instruction should be given not to indulge the child in any form of labour in future till s/he attains 18 years of age.

- **Child beggar:** The child who has come under begging category should be provided care and protection along with addressing his immediate needs like medical, rehabilitation from drug abuse, basic amenities of food, clothing and shelter etc. In most of the begging cases the child's educational, and personal development is hampered as a result of drug abuse, poverty, scarcity of necessities etc.

## 2. SPONSORSHIP

In all Sponsorship procedures, the best interests of the child shall be the paramount consideration. The fundamental principle behind the guidelines for sponsorship for children under ICPS, is every child's right to grow up in a family. In accordance with the child's age level of development, he/she has the right to be consulted and to have his/her opinion taken into account in any other matter or procedure affecting him/her.

**Sponsorship:** Sponsorship is the provision of supplementary support to families to meet medical, nutritional, education and other needs of their children with a view to improving their quality of life. It is a conditional assistance to enable children who were at risk from being removed from school and sent for work, to continue their education.

### Types of Sponsorship

- **Rehabilitative** – Children placed into institutions by families as a poverty coping measure to reunite them with their families
- **Preventive** – Support to families living in extreme conditions of deprivation or exploitation to enable the child to remain in his/her family

**Focus of the Scheme:** To begin with the scheme will focus on deinstitutionalization of children residing in child care institutions. Hence, in the first phase of the implementation of the Integrated Child Protection Scheme, ICPS will give priority to Family based sponsorship for institutionalized children, who have either both or at least one parent alive, in order to facilitate their reunification with their biological family.

### Criteria for Selection of children:

- a) Children of the age of 0 to 18 years
- b) Children staying in child care institutions for more than six months continuously, who can be restored to their families, with financial support
- c) The total income of the family should not be more than Rs. 24,000 per year
- d) Priority shall be given to:
  - Children of a single mother/widow
  - Children of leprosy patients/HIV infected parent
  - Children whose parent/bread earner is in jail

### Financial Norms

- Rs. 2000 (ICPS) per child per month for maximum 2 children per family
- The ratio between Centre and State Government will be 75:25 as mentioned under the ICPS budget
- Duration – Maximum Three years or up to 18 years whichever is earlier – other the exceptional circumstances

**Role of CCI:** In case of children within institutions the first steps are to be taken by the child care institutions (CCI) as below:

**Preparation of Individual Care Plan:** The CCIs are required to prepare Individual Care Plan (Annex A), within a month of admission, for each child within a Home. The care plan has to be prepared on the basis of home visits and detailed interviews of the parents and the child, and should include the needs of the child and the nature of difficulties faced by the biological family which



prompted them to place the child in the institution, the family's current situation including their reaction to the suggestion that they can be considered for financial support if they are willing to have their child back with them and their motivation to continue the child's education

### 3. FOSTER CARE PLACEMENT

Foster Care mean placement of the child by the child welfare committee for the purpose of alternate care in the domestic environment of a family, other than the child's biological family, that has been selected, qualified, approved and supervised for providing such care.

Foster Care is an arrangement whereby a child lives, usually on a temporary basis, with related family members. A child shall be preferably placed with child's extended family or with child's extended family or with close friends of the family who are known to child and when such options are either not available or not willing to take care of the child, the child may be placed in foster care.

#### **Procedures relating to identification and placement of children living in Child Care Institution:-**

##### **1. Preparation of Individual Care Plan:**

- a. For every child, an individual care plan shall be prepared, as soon as possible, as prescribed under Form No. XXI of the central model rules of the Juvenile Justice (Care and Protection of Children) Act 2000.
- b. The Individual Care Plan of a child shall be periodically reviewed and adjusted according to the needs and best interest of the child.

##### **2. Preparation of Child Study Report:**

For every child identified for placing in foster care, a detailed child study report shall be prepared based on a template that been developed and is placed at Annexure A.

##### **3. Recommendation of child for Foster Care:-**

- a. Based on the Individual Care Plan and Child Study Report, the Child Welfare Officer from the Child Care Institution shall recommend children who may benefit from being placed in Foster Care.
- b. The list of identified children eligible for Foster Care shall be forwarded to Protection Officer (Institutional Care) at the District Child Protection Unit.

### 4. ADOPTION

Any orphan or abandoned or surrendered child, declared legally free for adoption by the Child Welfare Committee is eligible for adoption.

Procedures relating to orphan or abandoned child-

- (1) The provisions relating to the process of declaring an orphan or abandoned child, as legally free for adoption are laid down in sections 32, 33, 39 and 41 of the Act as well as under the relevant provisions of the rules made thereunder.
- (2) In case an abandoned child is received by a specialized adoption agency directly without the involvement of Child Welfare Committee, such a child shall be produced before the Child Welfare Committee within twenty four hours (excluding the time necessary for the journey) along with a report containing the particulars and photograph of the child as well as the circumstances in which the child was received and a copy of such report shall also be submitted by the specialized adoption agency to the local police station within same period.
- (3) The Child Welfare Committee shall issue an order for the interim care of the child, pending inquiry as per the relevant provisions of the Act and the rules made thereunder.
- (4) On admission of the child, his details and photograph shall be entered online in the Child Adoption Resource Information and Guidance System in the prescribed format by the specialized adoption agency within seventy two hours of receiving the child, provided that the permission of Child Welfare Committee is obtained for the same and the photograph of the child shall be changed by the specialized adoption agency every six months in Child Adoption Resource Information and Guidance System.

- (5) For tracing out the biological parents or the legal guardian(s), the District Child Protection Unit shall advertise the particulars and photograph of an abandoned child in a State level newspaper with wide circulation within seventy two hours from the time of receiving the child.
- (6) In case of transferred child from other States, advertisement should be released in the place where the child was initially found.
- (7) Wherever, District Child Protection Unit is not functional, the concerned District Magistrate shall get such advertisement issued.
- (8) The expenditure for the advertisement can be met from funds of Integrated Child Protection Scheme.
- (9) In case, the biological parents or legal guardian cannot be traced, despite the efforts mentioned in sub paragraphs (I) and (II), the District Child Protection Unit shall, accordingly, submit a report to the Child Welfare Committee within 30 days from the date of production of the child before the Child Welfare Committee
- (10) The Specialized Adoption Agency shall submit a report to the Child Welfare Committee immediately after 30 days from the date of production of the child before the Child Welfare Committee as to whether any person has approached it to claim the child and the report may also include any information revealed by the child during his interim care.
- (11) In case the report from the local police regarding the non-traceability of the biological parents or legal guardian is not submitted despite reminders by the Specialized Adoption Agency or Child Welfare Committee, such report shall be deemed to have been given, after expiry of 2 months in the case of an abandoned child less than 2 years of age and after the expiry of 4 months in the case of an abandoned child above 2 years of age.
- (12) The Child Welfare Committee, after taking actions as per the provisions of the Act and the rules made thereunder, shall issue an order declaring the abandoned or orphaned child as legally free for adoption in the format at Schedule-I and such order signed by any 2 members of the Child Welfare Committee shall be issued within a period of 2 months in the case of a child upto 2 years of age and within 4 months for a child above 2 years of age, from the date of production of a child before the Child Welfare Committee.
- (13) The enquiry under Section 33 of the Act and the order declaring an abandoned or orphaned child as legally free for adoption by the Child Welfare Committee under sub section (4) of Section 41 of the Act, shall be completed in the District where the child was initially found.
- (14) The child study report and medical examination report of an orphaned or abandoned child shall be prepared in the format at Schedule-II and III respectively and posted in the Child Adoption Resource Information and Guidance System by the Specialized Adoption Agency within 10 days from the date of child is declared legally free for adoption.
- (15) The child study report and medical examination report shall be made available in English (apart from the local language)
- (16) The District Child Protection Unit shall facilitate the Specialized Adoption Agency in uploading the Child Study Report and Medical Examination Report in Child Adoption Resource Information and Guidance System, in case the Specialized Adoption Agency is facing any technical difficulty.
- (17) The procedure for declaring a child of parents with mental disability as legally free for adoption by the Child Welfare Committee shall be on the basis of a report of the medical board constituted by the District Magistrate.

**Pre- Adoption foster care:-**

The Child shall be taken in pre-adoption foster care by the prospective adoptive parents within ten days from the date of acceptance, after signing the pre-adoption foster care undertaking in the format provided in Schedule-VII.



## CHAPTER 6

### DIRECTORY

SOCIETY	ADDRESS	PHONE NUMBER/E-MAIL
Chandigarh Commission for Protection of Child Rights (CCPCR) Department of Social Welfare, Women and Child Development, Chandigarh	1st Floor, Snehalaya, Maloya, Chandigarh	0172-2617031/32 <a href="mailto:chairpersonccpcr@gmail.com">chairpersonccpcr@gmail.com</a>
	Additional Town Hall Building, 3rd Floor, Sector 17(Near DC Office), Chandigarh	0172- 2700372, <a href="mailto:socialwelfarechd@gmail.com">socialwelfarechd@gmail.com</a>
Juvenile Justice Board, Chandigarh Principal Magistrate Dr. Madanjit Sahota (Member) Mr. R.S Grewal (Member)	Court No 7, 1st Floor, District Sessions Court, sector 43, Chandigarh Sittings: Monday to Saturday. Saturday, 9 AM to 2 PM.	madanjitsahota@gmail.com 8146999956 9815700167
Child Welfare Committee, Chandigarh Mr. Neil Roberts (Chairperson) Ms. Usha Gupta (Member) Mrs. Anita Singh (Member) Mr. Yudhvir Singh Rana (Member) Police/Women & Child Support Unit Anti Human Trafficking Unit Special Juvenile Police Unit	1st Floor, Snehalaya, Maloya, Chandigarh	0172- 2617033, <a href="mailto:chandigarh.cwc@gmail.com">chandigarh.cwc@gmail.com</a> 9988661944/ <a href="mailto:sawera.chd@gmail.com">sawera.chd@gmail.com</a> 09878817108/ <a href="mailto:ushagupta1077@gmail.com">ushagupta1077@gmail.com</a> 07837731943/ <a href="mailto:yuvi.arnav26@gmail.com">yuvi.arnav26@gmail.com</a> 0946422187/ <a href="mailto:y.v.srana@gmail.com">y.v.srana@gmail.com</a>
	Sector 17, Chandigarh	100/1091
	Sector 17, Chandigarh	0172-270410, <a href="mailto:ahtu17chd@gmail.com">ahtu17chd@gmail.com</a>
	Special Juvenile Police Unit, O/O Women & Child Support Unit , Sector 17, Chandigarh -	0172-2700423, 0172-2700448 0172-2700423
	Empowerment Building Opposite House No 1042 Near Vatika Special School Sector 19/B, Chandigarh	181-3/9915023456 <a href="mailto:wchlchandigarh@gmail.com">wchlchandigarh@gmail.com</a> (Staff deputed as per roaster)
Women And Child Helpline(WCHL) Department of Social Welfare, Women and Child Development, Chandigarh District Convergence & Facilitation Centre for women (DCFC)	Ist Floor, Empowerment Building Opposite House No 1042 Near Vatika Special School Sector 19/B, Chandigarh	0172-2540454 <a href="mailto:dcfc.chd@gmail.com">dcfc.chd@gmail.com</a>
Child Line, Chandigarh	Vineet, Open Shelter, Sector 17, Chandigarh	1098, <a href="mailto:chd1098@gmail.com">chd1098@gmail.com</a>
Union Territory Child Protection Society, Department of Social Welfare, Women and Child Development, Chandigarh District Child Protection Society	Empowerment Building Opposite House No 1042 Near Vatika Special School Sector 19/B, Chandigarh	0172-2548000/ <a href="mailto:utcpschandigarh@gmail.com">utcpschandigarh@gmail.com</a>
	Empowerment Building, Opposite House No 1042, Near Vatika Special School, Sector 19/B, Chandigarh	<a href="mailto:dcps.chd@gmail.com">dcps.chd@gmail.com</a>
State Legal Services Authority	Sector 9, Chandigarh	0172- 2742888,2742999 Slsa_utchd@yahoo.com
<b>CHILD CARE INSTITUTIONS</b>		
Children Home- Snehalaya Children Home- Sector 15 Chandigarh	Maloya, Sector 39, Chandigarh	rmsnehalaya@gmail.com
	Maloya, Sector 39, Chandigarh	childrenhome15@gmail.com
Children Home- GurAsra Trust	Village Palsora, Secor 55, Chandigarh	gatpalsora@gmail.com
Children Home – Missionaries of Charity	Opposite BalBhawan, Sector 23, Chandigarh	
Vineet Open Shelter	Sector 17, Chandigarh	nda32ravibedi@gmail.com
Observation –Cum-Special Home for Boys	Sector 25, Chandigarh	rmjjhome@gmail.com
Observation-Cum-Special Home for Girls	Sector 26, Chandigarh	nariniketan77@yahoo.co.in



# PART II

## LIST OF FORMS AND FORMATS TO BE USED IN A CHILD CARE INSTITUTION

## ANNEXURES FOR CCI

S.NO.	ANNEXURES	DETAILS	PAGE NO.
1	I	Receiving Performa	46
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32	XXXII	Daily Diary for Counselor	75
33	XXXIII	Daily Dairy for Wardens	75
34	XXXIV	Format for reporting an incident	76
35	XXXV	Declaration by medical staff for restoration	76
36	XXXVI	Individual Counseling Session	76
37	XXXVII	Group Counseling Session	76
38	XXXVIII	Reporting of POCSO cases	77
39	XXXIX	Regular Counseling Session in POCSO	77
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41	XLI	Format for Wardens check on hygiene of mess	77
42	XLII	Outing pass for children	78

## PERSON INCHARGE TO FILL THE BELOW MENTIONED DOCUMENTS

CHILD WELFARE COMMITTEE		
S.NO.	FORMS/REGISTERS	ANNEXURE FOR CCI FORMATS
1	Order of short term pending enquiry	Annexure - III
2	CWC Proceedings	Annexure - IV
3	Order for enquiry	Annexure - XIV
4	Order of Restoration of child to an institution	Annexure – XII
5	Order for declaring child legally free for adoption	Annexure – XVIII
6	Order for Foster Care Placement	Annexure – XIX
7	Order for Sponsorship Placement	Annexure – XX
8	Order for Escort	Annexure – XVII

SUPERINTENDENT			
S.NO.	Forms/Registers	Annexure for CCI Formats	ANNEXURE FOR CCI REGISTERS
1	Receiving Performa	Annexure – I	
2	Daily Diary for superintendent	Annexure – XXIV	
3	Outing Pass for children	Annexure – XLII	
4	Admission and Discharge Register		Annexure –I
5	Personal Belonging Register		Annexure –II
6	Minutes of Management Committee Register		Annexure –III
7	Agenda for Management Committee		Annexure –IV
8	Staff Meeting Register		Annexure –VI
9	Children Suggestion Register		Annexure –VII

10	Staff Movement Register	Annexure – VIII
11	Enquiry Report Register	Annexure – IX
12	Children Supervision Register	Annexure – X
13	Parent Meeting Register	Annexure – XI
14	Visitor Book	Annexure – XII
15	Cash Book	Annexure – XIV
16	Log Book	Annexure – XIII
17	Legal Services Register	Annexure – XVIII
18	Production Register	Annexure - XXII
19	Inspection Register	Annexure - XXIII

### CHILD WELFARE OFFICER

S.NO.	Forms/Registers	Annexure for CCI Formats	Annexure for CCI Registers
1	J Form	<a href="http://www.trackthemissingchild.gov.in">www.trackthemissingchild.gov.in</a>	
2	Case History	Annexure – VIII	
3	Interaction Report with the child	Annexure – VI	
4	Individual Care Plan of the child	Annexure – IX	
5	Social Investigation Report	Annexure – XV	
6	Post Release Followup of the child	Annexure – XIII	
7	Daily Diary for Child Welfare Officer	Annexure –XXIX	
8	Quarterly Progress Report	Annexure –XVI	
9	Supervision Order	Annexure –X	
10	Children Committee Meeting Register		Annexure - V

### COUNSELLORS

S.NO.	Forms/Registers	Annexure for CCI Formats	Annexure for CCI Registers
1	Admission Form	Annexure – II	
2	Initial Counselling with child	Annexure – V	
3	Case History	Annexure – VIII	
4	Individual Care Plan	Annexure – IX	
5	Follow up counseling report	Annexure – VII	
6	Individual Counselling Session	Annexure – XXXVI	
7	Group Counselling Session	Annexure – XXXVII	
8	Reporting of POCSO format	Annexure – XXXVIII	
9	Regular Counselling session in POCSO	Annexure – XXXIX	
10	Daily Diary for Counsellors	Annexure – XXXII	
11	Counselling Register		Annexure - XIX

### WARDEN

S.NO.	Forms/Registers	Annexure for CCI Formats	Annexure for CCI Registers
1	Daily Cleaning Job Card	Annexure – XXIII	
2	Quarterly checklist for cleaning	Annexure – XXV	
3	Format for reporting an incident	Annexure - XXXIV	
4	Format for daily monitoring on activities	Annexure – XL	
5	Format for check on hygiene of	Annexure – XLI	

6	mess Handing over charge register	Annexure – XXI
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<b>STORE KEEPER</b>		
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S.NO.	Forms/Registers	Annexure for CCI Registers
1	Stock Register	Annexure - XV
2	Donation Register	Annexure - XVI
3	Issue Register	Annexure -XVII

<b>MEDICAL STAFF</b>			
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S.NO.	Forms/Registers	Annexure for CCI Formats	Annexure for CCI Registers
1	Medical Health Record	Annexure – XXVI	
2	Drug De-addiction Program enrollment and progress register		Annexure - XX

**ANNEXURE I**  
**RECEIVING PERFORMA OF NEW CHILD SURRENDERED BY POLICE/CHILD LINE**

I, resident manager, have taken over under mentioned children:

(1) \_\_\_\_\_ S/D/o \_\_\_\_\_ aged \_\_\_\_\_ R/o \_\_\_\_\_ Category \_\_\_\_\_  
 (2) \_\_\_\_\_ S/D/o \_\_\_\_\_ aged \_\_\_\_\_ R/o \_\_\_\_\_ Category \_\_\_\_\_

Handed over by SI/HC/Const./Team Member \_\_\_\_\_ (Belt # \_\_\_\_\_) of P.S./Child Line  
 \_\_\_\_\_ along with the following documents & medical reports:-

1. \_\_\_\_\_
2. \_\_\_\_\_

Also the under mentioned items/cash were found from the child:-

1. \_\_\_\_\_
2. \_\_\_\_\_

Appearance of the Child \_\_\_\_\_ Cloth worn \_\_\_\_\_ Colour of clothes \_\_\_\_\_ Shoes/Sleepers \_\_\_\_\_

**Other Details:**

Handed over By: -  
 Sig. \_\_\_\_\_  
 Name: \_\_\_\_\_  
 Rank/Desig. \_\_\_\_\_  
 Designation \_\_\_\_\_  
 Contact No. \_\_\_\_\_

Taken Over by:-  
 Sig. \_\_\_\_\_  
 Name: \_\_\_\_\_  
 Contact No. \_\_\_\_\_

\*\*\*\*\*

**ANNEXURE II**  
**ADMISSION FORM**

1. REGISTRATION NO \_\_\_\_\_ DOA \_\_\_\_\_
2. NAME \_\_\_\_\_
3. AGE \_\_\_\_\_ GENDER \_\_\_\_\_ DOB \_\_\_\_\_
4. FATHER'S NAME \_\_\_\_\_
5. MOTHER'S NAME \_\_\_\_\_
6. PERMANENT ADDRESS \_\_\_\_\_ CONTACT NO \_\_\_\_\_
7. NEAR BY POLICE STATION \_\_\_\_\_
8. CONTACT NO. \_\_\_\_\_
9. CATEGORY: ORPHAN \_\_\_ ABANDONED CHILD \_\_\_ RUNWAY CHILD \_\_\_ LOST CHILD  
 \_\_\_ PAVEMENT CHILD \_\_\_ PHYSICALLY CHALLENGED \_\_\_ DRUG ADDICTED  
 \_\_\_ POOR FAMILY \_\_\_ VICTIM OF DISASTERS \_\_\_ SINGLE PARENT  
 OTHER \_\_\_\_\_
10. (A) VOCATIONAL EXPEREINCE \_\_\_\_\_  
 Illiterate ( ) Drop out ( ) Primary ( ) Middle ( ) High School ( )  
 (B) DROPPED OUT STATUS: \_\_\_\_\_
11. REFERRED FROM \_\_\_\_\_
12. BRIEF HISTORY OF THE CHILD: \_\_\_\_\_
13. FAMILY RELATIONS DETAILS:



S. NO	NAME	RELATION	AGE	OCCUPATION	REMARKS

**RULES TO ABIDE:**

- Parents/Relatives/Friends are not allowed to go children's rooms.
- No cash/eatables are allowed to be kept with children.
- The Parent/guardians is allowed to meet/call children on last Sunday of the month time 09:00 AM TO 05:00 PM)
- The management will not be held responsible if the child runs away.
- The child has to return on the date fixed.

Parents/guardians signature OR Thumb impression

Superintendent

H. Director

Signature of Counselor/CWO

**ANNEXURE III  
FORM X [Rule 27 (18)]**

**ORDER OF SHORT TERM PLACEMENT PENDING INQUIRY**

Name of the child : \_\_\_\_\_  
Sex : \_\_\_\_\_  
Age : \_\_\_\_\_  
Father's Name : \_\_\_\_\_  
Mother's Name : \_\_\_\_\_  
Address : \_\_\_\_\_  
Date of receiving by Organization/Institution : \_\_\_\_\_  
Produced by : \_\_\_\_\_

This is to authorize and direct you to receive the said child in your charge, and keep her/him in the Shelter Home/Children's home for care and protection under section 33 (1) of the J.J. Act.2000.  
Next Date:

(Signature)  
Chairperson/Member  
Child Welfare Committee

\*\*\*\*\*

**ANNEXURE IV - CHILD WELFARE COMMITTEE, UT CHANDIGARH  
PROCEEDINGS**

Case No: \_\_\_\_\_ Date of Proceeding: \_\_\_\_\_ Case Register S.No. \_\_\_\_\_  
Case Presented By: \_\_\_\_\_  
Name of Child: \_\_\_\_\_ Category: \_\_\_\_\_  
Gender: \_\_\_\_\_ Age \_\_\_\_\_ D/O/B: \_\_\_\_\_  
Father's Name: \_\_\_\_\_ Tel.No \_\_\_\_\_  
Mother's Name: \_\_\_\_\_ Tel.No: \_\_\_\_\_  
Present Address: \_\_\_\_\_  
CASE PROCEEDINGS

\_\_\_\_\_

**Member**  
**CWC, Chandigarh**

**Chairperson**  
**CWC, Chandigarh**

**Member**  
**CWC, Chandigarh**

**Member**  
**CWC, Chandigarh**

**Member**  
**CWC, Chandigarh**

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**ANNEXURE V  
INITIAL COUNSELLING SESSION**

Name of the child: \_\_\_\_\_ Age: \_\_\_\_\_ Sex: \_\_\_\_\_ Category : \_\_\_\_\_  
Date: \_\_\_\_\_  
Father's name : \_\_\_\_\_ Mother's name : \_\_\_\_\_  
Address : \_\_\_\_\_ Contact Number : \_\_\_\_\_  
Father's Occupation: \_\_\_\_\_ Mother's Occupation : \_\_\_\_\_  
Educational Status: \_\_\_\_\_ Medical History : \_\_\_\_\_  
Family history : \_\_\_\_\_  
Genogram  
Other Details : \_\_\_\_\_  
Description of the sessions : \_\_\_\_\_  
Observations : \_\_\_\_\_  
Reccomendations: { if any } \_\_\_\_\_

Superintendent  
Children's Home Snehalaya  
Chandigarh  
Date

Counsellor  
Children's Home Snehalaya  
Chandigarh  
Date



\*\*\*\*\*

**ANNEXURE VI  
INTERACTION REPORT WITH THE CHILD**

DATE: \_\_\_\_\_

NAME OF THE CHILD: \_\_\_\_\_ GENDER: \_\_\_\_\_ AGE: \_\_\_\_\_  
FATHER'S NAME: \_\_\_\_\_ MOTHER'S NAME: \_\_\_\_\_  
PRESENT ADDRESS: \_\_\_\_\_ PERMANENT ADDRESS: \_\_\_\_\_  
SESSION  
REPORT: \_\_\_\_\_

RECOMMENDATIONS OF CHILD WELFARE OFFICER: \_\_\_\_\_

INTERVENTION NEEDED: \_\_\_\_\_

CHILD WELFARE OFFICER  
CHILDREN'S HOME SNEHALAYA  
CHANDIGARH

\*\*\*\*\*

**ANNEXURE VII  
FOLLOW UP COUNSELLING REPORT**

DATE: \_\_\_\_\_

NAME OF THE CHILD: \_\_\_\_\_ FATHER'S NAME: \_\_\_\_\_ AGE: \_\_\_\_\_  
PREVIOUS DIAGNOSIS: \_\_\_\_\_

COUNSELLING SESSION DETAILS: \_\_\_\_\_

PRESENT INTERVENTION: \_\_\_\_\_

OBSERVATION: \_\_\_\_\_

RECOMMENDATIONS: \_\_\_\_\_

FUTURE NEEDED INTERVENTIONS AND FOLLOW UP: \_\_\_\_\_

Superintendent/Asst. Superintendent  
Children's Home Snehalaya  
Chandigarh

Counsellor  
Children's Home Snehalaya  
Chandigarh

\*\*\*\*\*

**ANNEXURE VIII - FORM XX  
[Rule 50 (9) and 54(1) (t)]**

**CASE HISTORY FORM FOR CHILDREN IN NEED OF CARE AND PROTECTION**

Case /profile No. \_\_\_\_\_  
Date & Time \_\_\_\_\_

Affix latest passport  
size photograph

**A. PERSONAL DATA :**

- 1 Name:-
- 2 Male/Female tick the appropriate category) :-
- 3 (a) age at the time of admission:-  
(b) Present age:-
4. categories  
Separated from family  
Abandoned /deserted  
Victim of exploitation and violence (given detail)  
Run -away  
Any other:-
5. Religion Hindu (OC/BC/SC/ST):-  
Muslim/Christian/other (PL.Specify)
6. Location of Residence Urban/Sub-urban/Rural/Slum/  
Industrial /Other (PI .Specify:-

7. Native District& State :-
8. Description of the Housing
- (i) Concrete building Tiled  
House/Hut/on the street/others  
(Please Specify)
  - (ii) Three-Bed room/two-bed room/one bed room /no separate bed room
  - (iii) Owned /Rental:- Owned
9. By whom the Juvenile was brought before the child welfare committee:
- (i) Police- local Police/special Juvenile Police unit/Railway Police /Woman Police
  - (ii) Probation officers
  - (iii) Social welfare organization
  - (iv) Social worker
  - (v) Parents/Guardians (s)(please specify the relationship):-
  - (vi) Child himself /herself
11. Reason for Living the family
- (i) Abuse by parents/guardians/step parents
  - (ii) In search of employment
  - (iii) Peer group influence
  - (iv) Incapacitation of parents
  - (v) Criminal behavior of parents
  - (vi) Separation of parents
  - (vii) Demise of parents
  - (viii) Poverty
  - (ix) Others (please specify):- Single Parents (Mother)
- 11 Types of abuse met by the child
- (i) Verbal abuse –parents/siblings/employees  
Others (pl.specify)
  - (ii) Physical abuse
  - (iii) Sexual abuse parents /siblings/Employers/others (pl.specify)
  - (iv) others-parents/siblings/employers/others (pl.specify)
- 12 Types of ill-treatment met by the child
- (i) Denial of food-parents /siblings  
Employers/other (pl.specify)
  - (ii) Beaten mercilessly –parents/siblings  
Employers/other (pl.specify)
  - (iii) Causing injury –parents/siblings  
Employers/other (pl.specify)
  - (iv) Other (pl.specify)-parents/  
Siblings/employers/others (pl.specify)
13. Exploitation faced by the child:
- (i) Extracted work without payment
  - (ii) Little (low) wages with longer duration of work  
Others (pl.specify)
14. Health Status of the child before admission.
- |                                     |                           |
|-------------------------------------|---------------------------|
| (i) Respiratory disorders           | Present/not known/absent  |
| (ii) Hearing Impairment             | Present/not known/absent  |
| (iii) Eye diseases                  | Present /not known/absent |
| (iv) Dental diseases                | Present/not Known/absent  |
| (v) Cardiac diseases                | Present/not known/ absent |
| (vi) Skin diseases                  | Present/not Known/absent  |
| (vii) Sexually transmitted diseases | Present/not known/absent  |
| (viii) Neurological disorders       | Present/not known/absent  |
| (ix) Mental Handicap                | Present/not known/absent  |
| (x) Physical Handicap               | Present /not known/absent |
| (xi) Others (pl.specify)            | Present/not known/absent  |
- 15 With whom the child was staying prior to admission

- (i) Parents-Mother/Father/Both
  - (ii) Guardians –Relationship
  - (iii) Friends
  - (iv) on the street
  - (v) Night Shelter
  - (vi) orphanages/hostels/similar Homes
  - (vii) other (pl.specify)
16. Visit of the parents to meet the child
- (i) Prior to the institutionalization  
Frequently /occasionally/Rarely/Never
  - (ii) After Institutionalization  
Frequently /occasionally /Rarely/Never
17. Visit of the child to his family
- (i) Prior to the institutionalization  
Frequently /occasionally/Rarely /during festival times/during summer
  - (ii) After institutionalization  
Frequently /occasionally/Rarely /during festival times/during Summer holidays/whenever fallen sick/Never
18. Correspondence with parents
- (i) Prior to institutionalization  
Frequently /occasionally/rarely/during festival times/during summer holidays/  
Whenever fallen sick/never
  - (ii) After institutionalization  
Frequently /occasionally /rarely/during festival times/ during summer holidays  
Whenever fallen sick/never

**B. CHILDHOOD HISTORY (up to the age of 12 years) :**

19. Diet of mother during pregnancy:
- (i) Taken nutritious diet
  - (ii) Ordinary diet
  - (iii) Inadequate food intake
20. Health during Pregnancy:
- (i) Mother infected with contagious diseases
  - (ii) Mother consumed/used contraceptives
  - (iii) Intake of antibiotics
  - (iv) No such details available
21. Birth Details
- (i) Normal delivery/prolonged delivery/caesarian
  - (ii) Under weight /normal weight/over weight
22. Detail of immunization provided
23. Details of handicap
- |                             |                                  |
|-----------------------------|----------------------------------|
| (i) Hearing Impairment      | By birth/after accident/diseases |
| (ii) Speech impairment      | By birth/after accident/diseases |
| (iii) Physical handicap     | By birth/after accident/diseases |
| (iv) Mental handicap        | by birth/after accident/diseases |
| (v) Others (please specify) |                                  |

**C. FAMILY DETAILS**

24. Household composition

S.No	Name & Relationship	Age	Sex	Education	Occupation	Income
_____						
_____						
Health	History of Mental illness	Handicap		Habit		Socialization

- 
25. Type of Family  
Nuclear Family/Joint Family/Broken Family
26. Relationship among the family members
- |                        |                               |
|------------------------|-------------------------------|
| (i) Father & Mother    | Cordial/Non Cordial/Not Known |
| (ii) Father & Child    | Cordial/Non Cordial/Not Known |
| (iii) Mother & child   | Cordial/Non Cordial/Not Known |
| (IV) Father & Siblings | Cordial/Non Cordial/Not Known |
| (v) Mother Siblings    | Cordial/Non Cordial/Not Known |
27. History of Crime committed by family members

S. No	Relationship	Nature of Crime	Arrest if any made	Period of Confinement	Punishment
1.	<b>Father</b>				
2.	<b>Step Father</b>				
3.	<b>Mother</b>				
4.	<b>Step Mother</b>				
5.	<b>Brother</b>				
	(a)				
	(b)				
	(c)				
	(d)				
6.	<b>Sister</b>				
	(a)				
	(b)				
	(c)				
	(d)				
7.	<b>Child</b>				
8.	<b>Others</b>				
	<b>(Uncle/aunty/grandparents)</b>				

28. Properties owned by the family:
- Landed properties (pl. specify the area)
  - Household articles –cows/cattle/bull
  - Vehicles- two wheeler/three wheeler/four wheeler (lorry /bus/car/tractor/jeep)
  - Others (please specify)
29. Marriage details of family members:
- Parents Arranged/special Marriage/Local Union
  - Brothers Arranged /special Marriage/local union
  - Sisters Arranged /Special Marriage/Local Union
30. Social Activities of family members:
- Participate in social and religious functions
  - Participate in cultural activities
  - Does not participate in social and religious functions
  - Not Known
31. Parental care towards juvenile before admission:
- Over protection
  - Affectionate
  - Attentive
  - Not affectionate
  - Not attentive
  - Rejection

### C. ADOLESCENCE HISTORY (BETWEEN 12 AND 18 YEARS)

32. Puberty
- Early
- Middle age

Late

33. Details of delinquent behavior if any;

- (i) Stealing
- (ii) Pick pocketing
- (iii) Arrack Selling
- (iv) Drug pedaling
- (v) Petty offences
- (vi) Violent crime
- (vii) Rape
- (viii) None of the above
- (ix) Others (please specify)

34. Reason for delinquent behavior

- (i) Parental neglect
- (ii) Parental overprotection
- (iii) Parental overprotection
- (IV) Parental criminal behaviour
- (v) Parental Influence (negative)
- (vi) Peer Group Influence
- (vii) To buy drugs /alcohol
- (vii) Others (pl.specify)

35. Habits

- | A                        |                                   | B                                    |  |
|--------------------------|-----------------------------------|--------------------------------------|--|
| (I) Smoking              |                                   | (I) Watching TV/Movies               |  |
| (ii) Alcohol consumption | (ii) Playing indoor/outdoor games | (iii) Reading books                  |  |
| (iii) Drug Use (specify) |                                   | (iv) Religious activities            |  |
| (iv) Gambling            |                                   | (v) Drawing /Painting/acting/Singing |  |
| (v) Begging              |                                   | (vi) Any Other                       |  |
| (vi) Any other           |                                   |                                      |  |

**E. EMPLOYMENT DETAILS:**

Employment details of the juveniles prior to entry in

S.No	Details of Employment	Duration	Wages earned
(i)	<b>Cooly</b>		
(ii)	<b>Rag Picking</b>		
(iii)	<b>Mechanic</b>		
(iv)	<b>Hotel Work</b>		
(v)	<b>Tea Shop Work</b>		
(vi)	<b>Shoe Polish</b>		
(vii)	<b>Household Works</b>		
(viii)	<b>Others (pl.specify)</b>		

36. Details of income utilization:

- (i) Sent to family to eet family need
- (ii) For Dress Materials
- (iii) For Gambling
- (iv) For Prostitution
- (v) For Alcohol
- (vi) For Drug
- (vii) For Smoking
- (viii) Savings (vi) For Drug
- (vii) For Smoking
- (viii) Savings

37. Details of Savings

- (i) With employers
- (ii) With friends
- (iii) Bank/Post office
- (iv) Others (pl. specify)

**F. EDUCATIONAL DETAILS:**

39. The details of education of the juvenile prior to the admission to children's Home :

- (i) Illiterate
  - (ii) Studied up to v standard
  - (iii) Studied above v std but below viii standard
  - (iv) Studied above viii std but below x standard
  - (v) Studied above x standard
40. The reason for leaving the school :
- (i) Failure in the class last studied
  - (ii) Lack of interest in the school activities
  - (iii) Indifferent attitude of the teachers
  - (iv) Peer Group influence
  - (v) To Earn and support the family
  - (vi) Sudden demise of parents
  - (vii) Rigid school atmosphere
  - (viii) Absenteeism followed by running away from school
  - (ix) others (pl.specify)
41. The details of the school in which studied last:
- (i) Corporation /Municipal/Panchayat Union
  - (ii) Government /SC Welfare School/BC welfare School
  - (iii) Private Management
  - (iv) Convents
42. Medium instruction:
- Hindi/English/urdu/tamil/Malayalam/Kannada/Telugu/Punjabi  
Other language (please specify)
43. After Admission to Children's home, the educational attainment from the date of admission till date:
- No. of years                      Class Studied :-                      Promoted/detained
44. Vocational Training Undergone form the date of admission into children's Home till date.
- No. of Years                      Name of Vocational Trade                      Proficiency attained
45. Extra Curricular activities developed form the date of admission into the children's Home till date:
- (i) Scout
  - (ii) Sports (please specify) :-
  - (iii) Athletics (please specify)
  - (iv) Drawing
  - (v) Painting
  - (vi) Others (pl.specify)

**G. MEDICAL HISTORY**

46. Height and weight at the time of admission
47. Physical condition
48. Medical history of child (gist)
49. Medical history of Parent/Guardian (gist)
50. Present Health Status of the child

S.No	Annual observation	1 <sup>st</sup> quarter	2 <sup>nd</sup> Quarter	3 <sup>rd</sup> Quarter	4 <sup>th</sup> Quarter
1	Date Of Interview				
2	Height				
3	Weight				
4	Nutritious Diet Given				
5	Stress diseases				
6	Dental				
7	ENT-Tonsils				
8	External eye problem vision left right				

51. Height and weight Chart:

Date	Month &Year	Date & Height	Admissible Weight	Actual Weight

**H. SOCIAL HISTORY**

52. Details of friendship prior to admission into the children's Home:
- (i) Co-workers
  - (ii) School/classmates

- (iii) Neighbours
  - (iv) Others (pl. specify)
53. Majority of the friends are:
- (i) Educated
  - (ii) Illiterate
  - (iii) The same age group
  - (iv) Older in age
  - (v) Younger in age
  - (vi) Same sex
  - (vii) Opposite Sex
54. Details of membership in group ( please specify details)
- (i) Associated with cine fans Association
  - (ii) Association with religious group
  - (iii) Associated with arts and sports club
  - (iv) Associated with Gangs
  - (v) Associated with voluntary social service league
  - (vi) Others
55. The position of the child in the groups /league :
- (i) Leader
  - (ii) Second level leader
  - (iii) Middle level Functionary
  - (iv) Ordinary member
56. Purpose of taking membership in the group
- (i) For Social service activities
  - (ii) For Leisure time spending
  - (iii) For pleasure seeking activities
  - (iv) For deviant activities
  - (v) Others (please specify)
57. Attitude of the group /league:
- (i) Respect the social norms and follow the rules
  - (ii) Interested in violating the norms
  - (iii) Impulsive in violating the norms
58. The Location /Meeting point of the groups:
- (i) Usually at fixed place
  - (ii) Places are changed frequently
  - (iii) No Specific Places
  - (iv) Meeting Point is Fixed Conveniently
59. The Reaction Of the society when the child first came out of the family:
- (i) Passionate
  - (ii) Cruel
  - (iii) Abuse
  - (iv) Exploitation
  - (v) Ill-treatment
60. The reaction of the police Towards Children:
- (i) Passionate
  - (ii) Cruel
  - (iii) Abuse
  - (iv) Exploitation
  - (v) II- treatment
61. The Response of the general Public Towards the child

#### **HISTORY OF THE CHILD (GIST)**

- (I) Education:-
- (ii) Health:-
- (iii) Vocational Training:-
- (iv) Extra curricular activities:-
- (v) Others

Suggestion of Child Welfare officer/probation officer after orientation to juvenile /child and the response towards orientation.

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Follow up by the child welfare officer/probation officer/case worker/Social Worker Quarterly Review of case History by Management Committee.

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**ANNEXURE IX -FORM 22**

**[Rules 27(4), 27 (20), 35 (18), 52 (6) (xi) and 60 (I) (3)]**

**INDIVIDUAL CARE PLAN FOR CHILD IN NEED OF CARE AND PROTECTION**

**Please follow the instructions while filling the form.**

- The form should be filled in consultation with child and/ or family/ guardian.
- Please engage the child and/or family during the process of interview to get the responses of all the questions.
- Certain questions require the comments/observation of the caseworker. Please be realistic in your approach of observation.
- Please use your comments and the information available to arrive at a comprehensive plan for the child.

'Individual care plan' (ICP) is a comprehensive development plan for a child based on age specific and gender specific needs and the case history of the child, prepared in consultation with the child following principle of best interest, in order to restore the child's self-esteem, dignity and self-worth and nurture him into a responsible citizen.

An individual care plan for every child in institutional care shall be developed with the ultimate aim of the child being rehabilitated and re-integrated based on their case history, circumstances and individual needs and the individual care plan shall be based on following guidelines:

**Part A-** Short term care plan - to be filled within first 48 hours, of the admission of the child. It will be applicable for 30 days and should cater to immediate needs of the child. During this period the Social Investigation Report (Form 6) need to be prepared and the findings to be recorded along with recommendations.

**Part B -** After the first month, the progress of the child shall be recorded on a fortnightly basis irrespective of the child being in Child Care Institution or in interim custody.

**Part C –** To be filled before the Release / Transfer from the Child Care Institution

**Part D –** Detailed Care plan to be filled if the child stays in home for long term rehabilitation or post release of child within 15 days .

**Name of Child Welfare Officer :** \_\_\_\_\_

**Date of preparing the ICP :** \_\_\_\_\_

Case/Profile No. of 20\_\_\_\_(year) of the Committee

Admission No.

Date of Admission:

**Part A:**

Short term care plan - To be filled within first 48 hours, of the admission of the child and to be applicable for 30 days and should cater to immediate needs.

**Background Information about the child**

<b>Name of the child</b> <i>(Include any aliases or nicknames the child goes by)</i>	
Age	
Gender	
<b>Address with landmark</b> <i>(Please clearly specify village, block, police station, district and state)</i>	
Father's Name	
Mother's Name	



Nationality	
Religion	<ul style="list-style-type: none"> <li>•Hindu</li> <li>•Muslim</li> <li>•Christian</li> <li>•Sikh</li> <li>•Any other, specify</li> </ul>
Caste <i>(Put tick mark whichever is applicable and put the name of sub caste category)</i>	<ul style="list-style-type: none"> <li>•SC</li> <li>•ST</li> <li>•OBC</li> <li>•General</li> <li>•Other, specify</li> </ul>
What is the educational level of the child? <i>(Till which level had the child studied)</i>	
Child's Preference for Communication	

**Progress on the given Indicators shall be assessed every six months: -**

S. No.	Indicators	Plan	Outcomes
1	Health		
2	Emotional and psychological support including orientation to and Counseling		
3	Social mainstreaming by Assessing educational , skill, training needs and interests		
4	Leisure, creativity and play		
5	Attachments and Relationships with family, inmates and staff		
6	Protection from all kinds of abuse, neglect and maltreatment		

**Summary of the progress made in the first month along with Social Investigation Report Findings and Recommendations :**

**Annexure 1: Identity Cards and Compensation**

[Instruction: Please verify with the physical documents]

IDENTITY CARDS	Present status (Please tick whichever is applicable)		Assessment by case Worker (Put date of issue in the format DD/MM/YY)
	Yes	No	
Birth Certificate (of the victim)			
School certificate (of the victim)			
Caste certificate			
BPL Card			
Disability Certificate			
Immunization card (of the victim)			
Ration Card			
Adhaar Card			
Received compensation from government			

**Part – B - After the first month, the progress of the child shall be recorded on a fortnightly basis irrespective of the child being in home or in interim custody.**

**Part One**

- Name of the Child Welfare Officer
- For the month of
- Registration No.
- Competent Authority
- Profile No.
- Name of the Child
- Date of Interim order , if any
- Address of the Child
- Period of Supervision

**Part Two**

Places of interview

Dates

.....  
 .....  
 .....

.....  
 .....  
 .....

- Where the child is residing?
- Progress made in any educational/training course , Transport provided to attend school
- Source of income of fit person / parent / guardian :
- Savings Bank Account in his/her name.
- Remarks on his/her general conduct and progress.
- Current Health status
- Current Emotional status of the child and attachment / relationship with caregiver (observed)
- Activities involved during leisure time

### Part Three

- Any proceedings before the Committee for
  - Variation of conditions of bond
  - Change of residence
  - Other matters
  - Period of supervision completed on.....
  - Result of supervision with remarks (if any) :
  - Name and Addresses of the parent or guardian or fit person under whose care the child is to live after the supervision is over.
- Date of report \_\_\_\_\_ Signature of the Case Worker \_\_\_\_\_

### **Part C – To be filled before the Release / Transfer from the home**

**Tick whichever is applicable**

#### **Final**

#### **Release**

#### **Transfer**

- Name of institute/ home from where the child was released
- Address of home
- To whom was the child released? :
  - Parents
  - Sibling
  - Other relative
  - Neighbor
  - Any other, specify
- Date of release from Child Care Institution
- Details of place of transfer and concerned authority responsible in the place of transfer/release
- Details placement of the child in different institutions
- Training undergone and skills acquired
- Updated Health status of the child
- Final progress report of the officer-in-charge/child welfare officer/ social worker (to be attached)
- Date of release/transfer
- Date of repatriation
- Requisition for escort if required
- Identification of escort
- Recommended rehabilitation plan including possible placements
- Sponsorship requirement and report, if applicable
- Identification of Case worker/social worker/non-governmental organization for post- release follow-up
- Memorandum of Understanding with non-governmental organization identified for post- release follow-up
- Identification of sponsorship agency/individual sponsor for the child post-release, if any
- Memorandum of Understanding between the sponsoring agency and individual sponsor
- Details of Savings Account of the child, if any
- Details of child's earnings and belongings if any
- Details of awards/rewards due to the child if any
- Opinion of the child
- Any other information

**Part D – Detailed Care plan to be filled if the child stays in child care institution for long term rehabilitation or post release of child within 15 days .**

- Status of Bank Account : Closed / Transferred
- Earnings and belongings of the child : handed over to the child or his/her parents/guardians – Yes/No

- First Interaction report of the child welfare officer/case worker/social worker/non- governmental organization identified for follow-up with the child in the child care institute or post-release
- Report of second and third follow-up interaction with the child after two months and six months respectively

### Educational and Skill Assessment

Information	Current Status
Where is the child currently? <i>(tick the correct answer)</i>	<ul style="list-style-type: none"> <li>•At home</li> <li>•At relative's place <i>(Mention relationship with victim)</i></li> <li>•In the Child Care Institution</li> <li>•Others (Specify)</li> </ul>
Is the child currently going to school or participating in any learning program?	<ul style="list-style-type: none"> <li>•Yes</li> <li>•No</li> </ul>

<p>If yes, provide details of the learning institution</p> <p>Which class/level is the child in Currently?</p> <p>If no, why is the child not in any learning program?</p>	<ul style="list-style-type: none"> <li>•Government school</li> <li>•Private School</li> <li>•Non formal Education Centre</li> <li>•Bridge Course</li> <li>•Child Labour School</li> <li>•National Institute of Open Schooling</li> <li>•Receiving education in Child Care Institution</li> <li>•Any other, specify</li> </ul> <ul style="list-style-type: none"> <li>•There is no school nearby</li> <li>•There is no school appropriate for the child nearby <i>(e.g. child has completed primary education, but middle school is not available in the vicinity)</i></li> <li>••Child had never been to school and is currently too old to seek admission in class I</li> <li>••There are no NFE or bridge courses available</li> <li>••Child is not interested in studying</li> <li>••Parents / guardians are not interested in the education of the child</li> <li>••Child Care Institution does not have appropriate learning arrangements for the child</li> </ul>
Has the child received any vocation skills training?	
If yes, please provide details of the training and placement <i>(what skill, who provided the training, how long was the course, was it certified, Is the child, above 18 years of age placed in a job )</i>	
Has the child expressed an interest in or need to learn specific skills? Please provide details.	

**Psychological Assessment**

Does the child have special needs?	<ul style="list-style-type: none"> <li>· Yes</li> <li>· No</li> </ul>
If yes, please specify and provide Details	<ul style="list-style-type: none"> <li>·Mental</li> <li>·Physical</li> <li>·Emotional</li> <li>·Any other</li> </ul>

**Shelter, Water and Sanitation****Health and Nutritional Assessment****Family Background and Details of child's family**

(such as relationship with child, education, occupation/ source of livelihood, income per month including landed property, debt, experience of disasters etc)

**Community resources available**

(such as age appropriate schools / banks/ hospital/ police station etc)

**Risk Assessment** – The risk assessment should assess all the possibilities of the child being exposed to vulnerable situation and develop care plan to counter such risks.

**Attitude of the Care Giver about Child's current attitudes towards his/ her circumstances****SUMMARY OF ASSESSMENT**

Summarize the findings about the child, family and community based on the information above and information from other sources like the HIR, feedback of Child Care Institution staff (where applicable), counsellors, discussions with family members and others.

Education
Psychosocial
Health
Economic
Security
Any other important issue

**INDIVIDUAL CARE PLAN ACTION POINTS****SHORT TERM FOR THE CHILD & FAMILY**

**(6 months to 1 year)**

Education
Psychosocial
Health
Economic
Security
Any other important issue:

**A. LONG TERM FOR THE CHILD AND FAMILY  
(1 to 3 years)**

Education

Psychosocial

Health

Economic

Security

Any other important issue

**ANNEXURE X - FORM VIII  
[Rule 37 (17)] SUPERVISION ORDER**

When the Child is placed under the care of a parent guardian or other fit person, Case No. \_\_\_\_\_ of \_\_\_\_\_ 20 \_\_\_\_\_.

Whereas (name of the child) \_\_\_\_\_ has this day been found to be in need of care and protection, and has been placed under the care and supervision of (name) \_\_\_\_\_ (address) \_\_\_\_\_ on executing a bond by the said \_\_\_\_\_ and the Committee is satisfied that it is expedient to deal with the said child by making an order placing him/her under supervision.

It is hereby ordered that the said child be placed under the supervision of (name) \_\_\_\_\_ (address) \_\_\_\_\_ for a period of \_\_\_\_\_ subject to the following conditions that:-

1. the child along with the copies of the order and the bond, if any, executed by the said \_\_\_\_\_ shall be produced before the Committee as and when required by the person executing the bond.
2. child shall be placed under the supervision of the aforesaid parent/guardian/fit Person.
3. the child shall reside at \_\_\_\_\_ for a period of \_\_\_\_\_.
4. the child shall not be allowed to quite the district jurisdiction of \_\_\_\_\_ without the Permission of the Committee.
5. the child shall go the school regularly/endeavor to earn an honest livelihood.
6. the person under whose care the child is placed shall arrange for the proper care, education and welfare of the child.
7. the child shall not be allowed to associate with undesirable characters and shall be prevented from coming in conflict with law.
8. the child shall be prevented from taking narcotic drugs or psychotropic substances or any other intoxicants.
9. the directions given by the Committee from time to time, for the due observance of the conditions mentioned above, shall be carried out.

Dated \_\_\_\_\_ this \_\_\_\_\_ day of \_\_\_\_\_ 20 \_\_\_\_\_.

(Signature)  
Chairperson,  
Child Welfare Committee.

**Note:-** Additional conditions, if any may be interested by the Child Welfare Committee.

**ANNEXURE XI - FORM IX**  
**[Rules 27 (17) and 79 (2)]**

**UNDERTAKING BY THE PARENT OR 'FIT PERSON' TO WHOM CHILD IS RESTORED**

I \_\_\_\_\_ resident of House No. \_\_\_\_\_ Street \_\_\_\_\_ Village/Town \_\_\_\_\_ District \_\_\_\_\_ State \_\_\_\_\_ do hereby declare that I am willing to take charge of (name of the child) \_\_\_\_\_ Aged \_\_\_\_\_ under the orders

of the Child Welfare Committee U.T Chandigarh subject to the following terms and conditions:

1. If his/her conduct is unsatisfactory I shall at once inform the Committee.
2. I shall do my best for the welfare and education of the said child as long as he/she remain in my charge and shall make proper provision for his/her maintenance.
3. In the event of his/her illness, he/she shall have proper medical attention in the nearest hospital.
4. I undertake to produce him/her before the competent authority as and when required.

Dated this \_\_\_\_\_ day of \_\_\_\_\_.

Signature and address of witness (es)  
(Signed before me)  
Chairperson, Child Welfare Committee

Signature of Guardians / Parents

**ANNEXURE XII FORM XI [Rule 27 (19)]**  
**ORDER OF RESTORATION OF A CHILD TO AN INSTITUTION**

To,  
The Officer-in-charge

\_\_\_\_\_,  
Chandigarh.

Whereas on the \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_\_ (name of the child) \_\_\_\_\_, son/daughter of \_\_\_\_\_ aged \_\_\_\_\_ Residing at \_\_\_\_\_ being in care and protection under section 33(4) of the Juvenile Justice (Care and Protection) Act 2000 is ordered by the Child Welfare Committee \_\_\_\_\_ to be kept in the Children's Home/Shelter Home \_\_\_\_\_ for a period of \_\_\_\_\_.

This is to authorize and require you to receive the said child in your charge, and to kept him/her in the Children's Home/Shelter Home \_\_\_\_\_ for the aforesaid order to be carried into execution according to law.

Given under my hand and the seal of Child Welfare Committee.

This \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_\_

**(Signature)**  
**Chairperson/ Member**  
**Child Welfare Committee**

**POST-RELEASE FOLLOW UP REPORT**

Name of the child: \_\_\_\_\_ Age: \_\_\_\_\_ Gender: \_\_\_\_\_  
Name of the Father: \_\_\_\_\_ Name of the Mother: \_\_\_\_\_  
Present Address: \_\_\_\_\_ Old Address: \_\_\_\_\_  
Present Status: Educational: \_\_\_\_\_ Vocational: \_\_\_\_\_  
Professional: \_\_\_\_\_

\_\_\_\_\_

Status of Bank Account: \_\_\_\_\_  
Earnings and belongings of child (if any): \_\_\_\_\_  
Placement of Child (if any): \_\_\_\_\_  
Family's behaviour towards the child: \_\_\_\_\_  
Social milieu of the child: \_\_\_\_\_

How is the child using skills acquired: \_\_\_\_\_  
 Whether the child is admitted to school/vocation (if any): \_\_\_\_\_  
 Any other requirements (if any): \_\_\_\_\_  
 Next Date of Follow up: \_\_\_\_\_  
 Follow up comments and requirements given by CWC: \_\_\_\_\_  
 Signature of Child Welfare Officer \_\_\_\_\_  
 Checked and Verified by \_\_\_\_\_  
 Superintendent/Asst. Superintendent: \_\_\_\_\_  
 Signature of CWC Chairperson/Members: \_\_\_\_\_

**ANNEXURE XIV - FORM XII - [Rule 28 (1)]**  
**ORDER FOR ENQUIRY**

To  
 Child Welfare Officer/Person in-charge of Voluntary Organization/Social Worker/Case Worker.

Whereas a report under section \_\_\_\_\_ of the Juvenile Justice (Care and protection of children) Act, 2000 has been received from \_\_\_\_\_ in respect of (name of the child) \_\_\_\_\_, aged (approximate) \_\_\_\_\_, son/ daughter of \_\_\_\_\_ residing at \_\_\_\_\_ who has been produced before the Committee under section \_\_\_\_\_ of the Juvenile Justice (Care and protection of Children) Act, 2000.

You are hereby directed to enquire into the social and family background of the said child and submit your inquiry report on or before \_\_\_\_\_ or within such time allowed to you by the Committee.

You are also hereby directed to consult an expert in child psychology, psychiatric treatment or counseling for their expert opinion if necessary and submit such report along with your Inquiry Report.

You are hereby directed to enquire into the character and social antecedents of the said juvenile and submit your social investigation report on or before \_\_\_\_\_ or within such time allowed to you by the Board/Committee.

Dated this \_\_\_\_\_ day of \_\_\_\_\_ 20 \_\_\_\_\_ .

(Signature)  
 Chairperson/ Member  
 Child Welfare Committee

SEAL

**ANNEXURE XV - FORM 24 [Rule 27(9)]**  
**SOCIAL INVESTIGATION REPORT FOR CHILD IN NEED OF CARE AND PROTECTION**

- **Systematically observe and accurately record the varying aspects of a situation.** Always approach your field study with a detailed plan about what you will observe, where you should conduct your observations, and the method by which you will collect and record your data.
- **Continuously analyze your observations.** Always look for the meaning underlying the actions you observe. Ask yourself: What's going on here? What does this observed activity mean? What else does this relate to? Note that this is an on-going process of reflection and analysis taking place for the duration of your field research.
- **Keep the report's aims in mind while you are observing.** Recording what you observe should not be done randomly or haphazardly; you must be focused and pay attention to details. Enter the observation site [i.e., "field"] with a clear plan about what you are intending to observe and record while, at the same time, being prepared to adapt to changing circumstances as they may arise.
- **Consciously observe, record, and analyze what you hear and see in the context of a theoretical framework.** This is what separates data gatherings from simple reporting. The theoretical framework guiding your field research should determine what, when, and how you observe and act as the foundation from which you interpret your findings.

Sl. No \_\_\_\_\_  
 Produced before the Child Welfare Committee \_\_\_\_\_  
 Case No. \_\_\_\_\_  
 Child Welfare Officer/ Social Worker/ Person in-charge of Home/ representative of Non- Governmental Organization preparing the report  
 Category of child in need of care and protection: \_\_\_\_\_



**Objective:** To assess the socio – economic background of the child’s family and gather information to assess the risk involved in restoring the child back to the family or where family is not available to find out the background of the child and make specific recommendations that will be reflected in Individual care plan keeping the best interest of the child in mind.

1. Name
2. Age/Date/Year of birth
3. Sex
4. Caste
5. Religion
6. Father’s Name
7. Mother’s Name
8. Guardian’s Name
9. Permanent Address
10. Landmark of the address
11. Address of last residence
12. Contact no. of father/mother/family member
13. Whether the child is differently abled:
  - (i)Hearing Impairment
  - (ii)Speech Impairment
  - (iii)Physically disabled
  - (iv)Mentally disabled
  - (v)Others (please specify)
14. Family Details:

S.N	Name and Relationship	Age	Sex	Edn	Occn	Income	Health	History of MI	Addiction	Standing in Community

15. Relationship among the family members:

<b>Father and Mother</b>	Cordial/ Non cordial/ Not known
<b>Father and Child</b>	Cordial/ Non cordial/ Not known
<b>Mother and Child</b>	Cordial/ Non cordial/ Not known
<b>Father and Siblings</b>	Cordial/ Non cordial/ Not known
<b>Mother and Siblings</b>	Cordial/ Non cordial/ Not known
<b>Child and Siblings</b>	Cordial/ Non cordial/ Not known
<b>Child and relatives</b>	Cordial/ Non cordial/ Not known

16.If child is married, name, age and details of spouse and children: \_\_\_\_\_

17.History of involvement of family members in offences, if any:

S. No.	Relationship	Nature of Crime	Legal status of the case	Arrest if any made	Period of Confinement	Punishment Awarded
1	Father					
2	Step father					
3	Mother					
4	Step mother					
5	Brother					
6	Sister					
7	Others (uncle/ aunty/ grandparents)					

18. Attitude towards religion: \_\_\_\_\_
19. Moral code of the home etc.: \_\_\_\_\_
20. Economic assessment should include details of any loan (from bank or any individual taken by family), details on the jewellery mortgage, land if any and ownership details
21. Present living conditions \_\_\_\_\_
22. Other factors of importance if any \_\_\_\_\_
23. Habits of the child

A		B	
i)	Smoking	i)	Watching TV/movies
ii)	Alcohol consumption	ii)	Playing indoor/outdoor games
iii)	Drug use (specify)	iii)	Reading books
iv)	Gambling	iv)	Religious activities
v)	Begging	v)	Drawing/painting/acting/singing
vi)	Any other	vi)	Any other

24. Extra-curricular interests
25. Outstanding characteristics and personality traits
26. The details of education of the child:
- Illiterate
  - Studied up to V Standard
  - Studied above V Standard but below VIII Standard
  - Studied above VIII Standard but below X Standard
  - Studied above X Standard
27. The reason for leaving the School
- Failure in the class last studied
  - Lack of interest in the school activities
  - Indifferent attitude of the teacher
  - Peer group influence
  - To earn and support the family
  - Sudden demise of parents
  - Bullying in school
  - Rigid school atmosphere
  - Absenteeism followed by running away from school
  - There is no appropriate level of school nearby
  - Abuse in school
  - Humiliation in school
  - Corporal punishment
  - Medium of instruction
  - Others (pl. specify)
28. The details of the school in which studied last:
- Corporation/Municipal/Panchayat
  - Government/SC Welfare School/BC Welfare School
  - Private management
  - School (attitude towards school, Teachers, class mates and vice-versa)
29. Vocational training, if any
30. Employment Details, if any
31. Details of income utilization:
32. Work record (reasons for leaving vocational interests, attitude towards job or employers)
33. Majority of the friends are
- Educated
  - Illiterate
  - The same age group

- d) Older in age
  - e) Younger in age
  - f) Same sex
  - g) Opposite sex
  - h) Addicts
- I) With criminal background
34. Attitude towards friends and vice versa
  35. Neighborhood and neighbors observation/s
  36. Mental condition: (Present and past)
  37. Physical condition: (Present and past)
  38. Health status of the child
    - i. Respiratory disorders - present / not known / absent
    - ii. Hearing impairment - present / not known / absent
    - iii. Eye diseases- present / not known / absent
    - iv. Dental disease- present / not known / absent
    - v. Cardiac diseases- present / not known / absent
    - vi. Skin disease-present / not known / absent
    - vii. Sexually transmitted diseases- present / not known / absent
    - viii. Neurological disorders- present / not known / absent
    - ix. Mental handicap- present / not known / absent
    - x. Physical handicap- present / not known / absent
    - xi. Urinary tract infections –present / not known / absent
    - xii. Others (pl. specify) - present / not known / absent
  39. Whether the child has any addiction
  40. With whom the child was staying prior to production before the Committee
    - a) Parent(s) – Mother / Father / Both
    - b) Siblings / Blood relative
    - c) Guardian(s) – Relationship
    - d) Friends
    - e) On the street
    - f) Night shelter
    - g) Orphanages / Hostels/ Similar Homes
    - h) Other (pl. specify)
  41. History/ tendency of the child to run away from home, if an
  42. Parents attitude towards discipline in the home and child's reaction
  43. Reasons for leaving the family
    - a) Abuse by parent(s)/guardian(s)/step parents(s)
    - b) In search of employment
    - c) Peer group influence
    - d) Incapacitation of parents
    - e) Criminal behaviour of parents
    - f) Separation of Parents
    - g) Demise of parents
    - h) Poverty
    - i) Others (please specify)
  44. Whether the child is a victim of any offence:
  45. Types of abuse met by the child
    - a) Verbal abuse – parents/siblings/ employers/others (pl. specify)
    - b) Physical abuse
    - c) Sexual abuse parents/siblings/ Employers/others (Pl. specify)
    - d) Others – parents/siblings/ employers/others (pl. Specify)

46. Types of ill-treatment met by the child.
  - i) Denial of food – parents/siblings employers/other (pl. specify)
  - ii) Beaten mercilessly –parents/ Siblings/employers/other (pl. specify)
  - iii) Causing injury –parents/ siblings/employers/other (pl. specify)
  - iv) Detention –parents/ siblings/employers/other (pl. specify)
  - v) Other (please specify)\_\_\_\_\_parents/siblings/employers/others(pl. specify)
47. Exploitation faced by the child
  - i) Extracted work without payment
  - ii) Little (low) wages with longer duration of work
  - iii) Others (pl. specify)
48. Whether the child has been bought or sold or procured or trafficked for any purpose
49. Whether the child has been used for begging
50. Whether the child is used by any gangs or adults or group of adults or has been used for drug peddling:
51. Previous institutional/case history and individual care plan, if any:
52. Details of perpetrator: ( such as Name, Age, Contact number, Address details, Physical Characteristics, Relationship with the family, middle men involved, is there any other child from the same village who is abused / harassed / taken / sent by the perpetrator, how the child came in contact with the perpetrator)
53. Attitude of the child towards the perpetrator
54. Whether the police have been informed:
55. Action taken, if any against the perpetrator
56. Any other remark

#### **OBSERVATIONS OF INQUIRY**

Emotional factors

Physical condition

Intelligence

Social and economic factors

Suggestive causes of the problems

Analysis of the case, including reasons/contributing factors for the offence Reasons for child's need for care and protection

Opinion of experts consulted

Psycho-social expert's assessment

Religious factors

Risk analysis for the child to be restored to the family

Previous institutional/case history and individual care plan, if any:

Recommendation of Child Welfare Officer/Case Worker/Social Worker regarding psychological support, rehabilitation and reintegration of the child and suggested plan

**Signature**  
**(Of the Person assigned)**

**ANNEXURE XVI**  
**QUARTERLY PROGRESS REPORT**

**1. PROGRESS OF THE CHILD AS PER THE FOLLOWING COMPONENTS:**

S. No.	Component	Status	Progress
1	Health	Current course of treatment if any. Special Needs, if any.	
2	Education	Current level or if enrolled in any course/school (formal or non-formal):	
3	Vocational Training	Current Course:	
4	Other Activities	Life Skill training, sports, arts, music and crafts, any other.	
5	Counseling	Current Status of Child Counselling of parents-	
6	Any other		

2. Family's behavior towards the child as observed: \_\_\_\_\_
3. Social milieu of the child, particularly attitude of neighbours/community: \_\_\_\_\_
4. Child's behavior at Home and whether he/she has adjusted to being back in the family
5. Has the child has been admitted to a School or vocation? Give date and name of the school/institute/any other agency
6. Has child attended school regularly? (Officer to check school records, minimum 75% attendance and meet with teachers regarding child's performance) If not, please state reasons why?
7. Remarks on his/her general conduct and progress.
8. Is the child properly cared for? (General appearance of child)
9. Gender Issues: If child is a girl, please note if there is any discrimination from other children and if she is being properly cared for. Please also observe for any signs of neglect or abuse.
10. Please note if there is any sign of abuse (physical/emotional) and recommend suitable measures if required.  
Has child received age appropriate immunization? Please give record.
11. Has child faced any serious medical problem? If yes, please state.
12. Recommended rehabilitation plan including possible placements based on the individual care plan prepared

**Date:**

**Next date for filling of QPR:**

**Verified by Superintendent**

**Signature of  
Child Welfare Officer**

**CWC Member in-charge signature**

**ANNEXURE XVII-FORM XXII**  
**[Rule 65 (2)] -ESCORT ORDER**

Case No. \_\_\_\_\_

In the matter of Boy/Girl Child

Aged about \_\_\_\_\_ taken

Charged for sole custody under  
Section 33(3) of the Juvenile Justice Act, 2000

The Parents of the boy/girl child are reported to be residing at \_\_\_\_\_  
He/She therefore be sent under supervision of a proper police/non-government organization escort to the:

\_\_\_\_\_ Home and the said Boy/Girl Child be produced before the concerned Child Welfare Committee for further orders.

Orders

Pending Escort, the said Boy/Girl Child shall remain in Children's Home, residing at present at \_\_\_\_\_ .  
The State Child Protection Unit, or Police Department or Non-Government Organization / Childline shall positively

make immediate arrangement not less than 15 days from the date of receipt of this order by him and send the said Boy Child / Girl Child at his / her aforesaid place of residence.

Dated this \_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_\_.

Chairperson/Member  
Child Welfare Committee

CC to:

P.A to M.D for information of M.D.  
Company Secretary, CCWDC Ltd.  
S.S.P. U.T., Chandigarh for providing the Escort.  
The Superintendent

Ref:1 Order of admission of minor.....born on.....profile no.....

**ANNEXURE XVIII - FORM XIV - [Rule 33(3)(c)]**  
**ORDER FOR DECLARING CHILD LEGALLY FREE FOR ADOPTION**

1. In exercise of the powers vested in the Child Welfare Committee \_\_\_\_\_ constituted under sub-section \_\_\_\_\_ of section \_\_\_\_\_ of the Juvenile Justice (Care and Protection of Children) Act, 2000 and sub-rule \_\_\_\_\_ of rule \_\_\_\_\_ of these rules, minor \_\_\_\_\_ born on (date) \_\_\_\_\_ placed in custody of Specialised Adoption Agency (name & address) \_\_\_\_\_, vide order \_\_\_\_\_ dated \_\_\_\_\_ of the Chairperson, Child Welfare Committee \_\_\_\_\_, has been declared legally free for adoption on the basis of details furnished through:

Inquiry/home study conducted by child Welfare Officer/Social Worker/ Case Worker.

Document of surrender executed by the parent (s) and surrender deed signed in the presence of the Committee under sub-rules \_\_\_\_\_ of rule \_\_\_\_\_ of these rules.

Declaration submitted by the Specialized Adoption Agency under sub-rules \_\_\_\_\_ of Rule \_\_\_\_\_ of these rules.

2. \_\_\_\_\_ (Name of the Specialized Adoption Agency) shall fulfill all conditions specified in Juvenile Justice (Care and Protection of Children) Act, 2000 and the rules relating thereto and furnish a copy of adoption decree/guardianship order in respect of the minor as may be required by required by Committee and the concerned Department of the Chandigarh Administration of \_\_\_\_\_

Date:

Place:

Chairperson/Member  
Child Welfare Committee

For completion by the Specialized Adoption Agency \_\_\_\_\_

I have read understood Chapters III and IV of Juvenile Justice (Care and Protection of Children ) Act, 2000 and the rules there under and agree to abide/be bound by the same while placing said minor in adoption.

I further declare that the particulars started in the declaration submitted by me on \_\_\_\_\_ true and correct. In case they are found to be false or incorrect, the Committee has right to suspend this Release Order for (name of the minor) \_\_\_\_\_ and ask for production of said minor before the Committee.

Date: \_\_\_\_\_

Place: \_\_\_\_\_

Child Welfare Officer/Social Worker.

**ANNEXURE XIX-FORM XVII**  
**[Rule 34 (1)] -ORDER OF FOSTER CARE PLACEMENT**

The child (name and address) \_\_\_\_\_

Approximate age \_\_\_\_\_ d/o ors/o Mr. \_\_\_\_\_ and

Mrs. \_\_\_\_\_ or Ms. \_\_\_\_\_ is in Need of care and protection of a family.

Mr. \_\_\_\_\_ and Mrs. \_\_\_\_\_ or Ms. \_\_\_\_\_ Resident of (complete address and contact numbers) \_\_\_\_\_ is/are declared fit person/persons for foster-care placement of the child based on the home study report of the Child Welfare Officer/Social Worker Ms./Mr. \_\_\_\_\_ of the Organization (address) \_\_\_\_\_.

The child (name) \_\_\_\_\_ is placed in foster care for a Period of \_\_\_\_\_ (days/months), under the supervision of the aforesaid Child Welfare Officer/Social Worker (name and contact) \_\_\_\_\_

Chairperson/Member  
Child Welfare Committee

**ANNEXURE XX - FORM XVIII**

**[Rule 37 (5)] - ORDER OF SPONSORSHIP PLACEMENT**

The Juvenile/child (name and address) \_\_\_\_\_ Approximate age \_\_\_\_\_d/o or s/o Mr. \_\_\_\_\_ and Mrs. \_\_\_\_\_ or Ms. \_\_\_\_\_ Has been identified by the State Child Protection Unit as a juvenile/child at risk needing urgent care and Protection. On the basis of the Inquiry Report submitted by the State Child Protection Unit/Child Welfare Officer/Social Worker it is established that the said juvenile/child needs sponsorship support for education/ health/nutrition/ other development needs \_\_\_\_\_ (please Specify). The State/District Child Protection Unit is hereby directed to release Rs. \_\_\_\_\_ per month/ Rs. \_\_\_\_\_ as one time sponsorship to the said juvenile/child for a period of \_\_\_\_\_ (days/month) and carryout necessary follow up.

The State Child Protection Unit is also directed to clearly lay down the terms and conditions for Sponsorship support and follow up.

**Principal Magistrate, Juvenile Justice Board/  
Chairperson/Member, Child Welfare Committee.**

**Copy to:** State Child Protection Unit or concerned Department of the State Government.

**ANNEXURE XXI - FORM XIX**

**[Rule 38 (3)] - ORDER OF AFTER CARE PLACEMENT**

The juvenile / child (name) \_\_\_\_\_ S/o D/o \_\_\_\_\_ has/will be completing 18 years of age on (date) \_\_\_\_\_. She/he is still in need of care and protection for the purpose of rehabilitation and reintegration. She/he is placed in (name of organization) \_\_\_\_\_ for providing aftercare. The In - charge of the Organization is directed to admit the child and provide all possible opportunities for her/ his rehabilitation and reintegration in its truest sense. The person shall be provided all these opportunities maximum till the age of 21 years only or till reintegration in the society, whichever is earlier. The In-charge will send half report on the status of the child/ youth to the Child Welfare Committee.

The State Child Protection Unit is hereby directed to arrange for aftercare for the said juvenile/Child for a period of \_\_\_\_\_(days/month) and carryout necessary follow up. The State Child Protection Unit is also directed to clearly lay down the terms and conditions for aftercare programme and carryout necessary follow up.

**Principal Magistrate, Juvenile Justice Board/  
Chairperson/Member, Child Welfare Committee.**

**ANNEXURE XXII**

**WEEKLY CLEANING ROASTER**

Block	Name of Warden	Cleaning Incharge	Mon	Tue	Wed	Thurs	Fri	Sat	Sun

**Signature of Warden**

**Checked and Verified by Superintendent**

**ANNEXURE -XXIII**

**DAILY CLEANING JOB CARD FOR \_\_\_\_\_ BLOCK FOR THE MONTH OF \_\_\_\_\_, 20\_\_**

**Area:** \_\_\_\_\_

**Housekeeper:** \_\_\_\_\_  
**Shift: Morning/Evening/Night**

**Location:** \_\_\_\_\_

Shift	Cleaning Parameters	Block				Signature of Warden	Checked and Verified by Superintendent
		A	B	C	D		
06:00 a.m. to 02:00 p.m.	Dry Sweeping						
	Garbage Clearance						
	Wet Mopping						
	Cleanliness of Toilet						
	Cleanliness of Washrooms						
02:00 p.m. to 10:00 p.m.	Cleanliness of Kitchen						
-----do-----							

<b>10:00 p.m. to 06:00 a.m.</b>	-----do-----
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**ANNEXURE- XXIV  
DAILY DIARY FORMAT FOR SUPERINTENDENT**

Name of child	Case No.	Case dealt by	Case presented before	Purpose	Outcome	Next Date	Signature of Superintendent

**ANNEXURE XXV  
QUARTERLY CHECK LIST FOR CLEANLINESS WITHIN CHILDREN BLOCKS AND ADMIN BLOCK**

**QUARTERLY CHECK LIST FOR CLEANLINESS WITHIN CHILDREN BLOCKS AND ADMIN BLOCK**

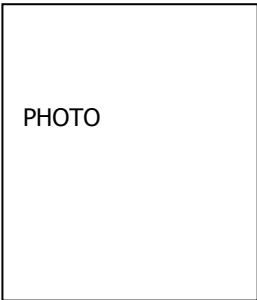
SR.	LIST OF WORK DONE	Week 2	Week 4	Week 6	Week 8	Week 10	Week 12
1.	MAIN ENTRANCE OF THE PREMISES:						
A	MAIN GATE TO PLANT & SURROUNDING						
B	CLEANED & ALL STAINS REMOVED						
C	ENTRANCE GATE SURROUNDING CLEANED						
D	ALL ROAD SIDE CURBINGS CLEANED & GRASS CLEARED						
E	PARKING AREA & SECURITY CHECK POST CLEANED						
2.	BLOCKS AND DORMITORIES						
A	FLOOR & STAIRS SWEEPED & CLEANED,						
B	DUSTBINS EMPTIED & CLEANED AND PUT AT ITS PLACE						
C	DOORS , WINDOWS CLEANED						
D	COBWEBS,STAINS FROM WALLS & CEILINGS REMOVED						
E	FURNITURE FANS, TUBELIGHTS,CLEANED, STAINS REMOVED						
F	WALL HANGINGS CLEANED						
G	TOILETS,URINALS,WASHBASINS,MIRRORS CLEANED						
3.	ADMINISTRATION BLOCK						
A	FLOOR & STAIRS SWEEPED & CLEANED WITH FL. CLEANER,						
B	DUSTBINS EMPTIED & CLEANED AND PUT AT ITS PLACE						
C	GLASS PARTITIONS , DOORS , WINDOWS, VEN.BLINDS CLEANED						
D	COBWEBS,STAINS FROM WALLS &						



E	CEILINGS REMOVED FURNITURE,CABINETS, COMPUTER TERMINALS,PRINTER,
F	PHONES, FANS, TUBELIGHTS,CLEANED, STAINS REMOVED
G	WALL HANGINGS, ARTIFICIAL PLANT CLEANED
H	TOILETS,URINALS,WASHBASINS,MIRRORS, SOAP DISPENSERS,
I	NAPKIN HOLDERS CLEANED. SOAP FILLED IN DISPENSERS.
J	WATER COOLER AND SURROUNDING AREA CLEANED
K	STAFF AMINITY ROOM CLEANED, DINING TABLE & FURNITURE CLEANED. DUST BINS EMPTIED & CLEANED, FLOOR CLEANED
L	OVERHEAD DRINKING WATER TANK EMPTIED AND CLEANED.
M	SIGNATURE OF WARDEN
N	CHECKED AND VERIFIED BY SUPERINTENDENT/ ASSISTANT SUPERINTENDENT

**ANNEXURE- XXVI**  
**Medical Health Record**

Name: ----- CWC Case No: -----  
 Father Name:-----  
 Age/Sex: -----  
 Block : -----  
 Address : -----  
 Date of 1<sup>st</sup> Medical Check –up :-----  
 Place of Medical Check –up: -----  
 Any Allergy: -----  
 Any Surgery: -----  
 Disability: -----  
 Staff Nurse Sig: -----Date-----



**Case History**

Name: \_\_\_\_\_  
 Chief complaints Present: \_\_\_\_\_  
 Past History: \_\_\_\_\_  
 Family History: \_\_\_\_\_

**Immunization Record**

Date	
BCG	
DPT	
OPV	
MMR	
Hep-B	
Typhoid	
Tetanus	
Sig of S/N	

Remarks: -----

**Height & Weight Chart**

Date	
Height	

Weight	
Deworming	
Sig	

**Investigation Record**

Date	Investigation	Report	Checked by

**Blood Investigation Record**

Date	
HB	
WBC	
DLC	
PLT	
ESR	
RFT	
LFT	
PBF	
Sod.	
Pot.	
Sputum	
Other	

Remarks :-----

**Treatment Record**

Date	Diagnosis	Treatment	Hospital

**Surgery Record**

Kind of Surgery : \_\_\_\_\_

Date of Surgery : \_\_\_\_\_

Hospital Name : \_\_\_\_\_

(if admitted) D.O.A. : \_\_\_\_\_

D.O.D : \_\_\_\_\_

Treatment : \_\_\_\_\_

**Vitals Assessment Chart**

Date	Temp	Pulse	BP	Time	Nursing Obsevation

**Examination on Pre Edcort**

Physical Report:-  
\_\_\_\_\_

Mentally Report:-  
\_\_\_\_\_

Sig of Medical Staff :- \_\_\_\_\_

**ANNEXURE –XXVII**

**FORM – VII - [Rule 17 (10)] -DISCHARGE ORDER**

I \_\_\_\_\_ name and designation of the discharging authority \_\_\_\_\_ Chandigarh Administration/Union Territory Administration, do by this order permit \_\_\_\_\_ Son/ daughter of \_\_\_\_\_ residence \_\_\_\_\_.

Profile Number \_\_\_\_\_ who was ordered to be detained/placed in a observation Home/special home/ after care home by the Juvenile Justice Board \_\_\_\_\_ Under section \_\_\_\_\_ of the Juvenile Justice (Care and Protection of Children) Act, 2000, For a term of \_\_\_\_\_ on the \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_\_ and Who is now in the \_\_\_\_\_ home, at \_\_\_\_\_ to be discharged from the said \_\_\_\_\_ home and supervision and the authority of \_\_\_\_\_ during the remaining period of stay.

This order is granted subject to the conditions hereon, upon the breach of any of which it shall be liable to be revoked.

Date: Signature and Designation of Releasing Authority.

Place:

Conditions:

1. The discharged person shall proceed to \_\_\_\_\_ and live under the supervision and authority of \_\_\_\_\_ untill the expiry of the period of his/her detention unless the remission is sooner cancelled.
2. He/She shall not. Without the consent of the \_\_\_\_\_ remove Himself/herself from that place or any other place, which may be named by the said \_\_\_\_\_.
3. He/She shall obey such instruction as he/she may receive from the said \_\_\_\_\_ with regard to punctual and regular attendance at school/vocation or otherwise.
4. He/She shall attend the Attendance Centre located at \_\_\_\_\_ regularly.
5. He/She shall abstain from committing any offense and shall lead a sober and industrious life to the Satisfaction of \_\_\_\_\_.
6. In the even of his/her committing a breach of any of the above conditions the remission of the period of detention hereby granted shall be liable to be cancelled and on such cancellation he/she shall be dealt with under sub section (3) of section 59 of the Juvenile Justice ( Care & Protection of Children) Act, 2000.

I hereby acknowledge that I am aware of the above conditions which have been read over/explained to me and that I accept the same.

(Signature or mark of the released juvenile).

Certified that the conditions specified in the above order have been read over/ explained to (Name of juvenile/child) \_\_\_\_\_ and that he/she has accepted them as the Conditions upon which his/her period of detention may be revoked.

**Certified accordingly that the said child has been discharged on the \_\_\_\_\_**

**Signature and Designation of the certifying authority /Officer-in-charge of the institution.**

**ANNEXURE**

**XXVIII-DUTY ROSTER FORMAT**

Sr. NO.	Date	Time		Name of Official	Designation	Off day
		From	To			

**Signature of Superintendent**

**ANNEXURE XXIX**  
**DAILY DIARY FORMAT FOR CHILD WELFARE OFFICER**

Sl.NO.	Details of cases handled	Action taken	Restoration cases		New Admission cases		Pending documents in the case	Remarks of Child Welfare Officer
			Girls	Boys	Girls	Boys		

**Signature of Child Welfare Officer**

**ANNEXURE – XXX**  
**DAILY DIARY FORMAT FOR MEDICAL STAFF**

Sl.NO.	Details of cases handled (with Name of child)	Number of Cases Referred to Govt Hospitals	Action taken in the case	Remarks of Medical Staff

**Signature of Medical Staff**

**ANNEXURE – XXXI**  
**FORMAT FOR ATTENDING PARENTS MEETING IN SCHOOLS BY SUPERINTENDENT**

Sl.No.	Name of Teacher	Points Discussed	Action taken by Superintendent

**Signature of Superintendent**

**ANNEXURE – XXXII**  
**DAILY DIARY FORMAT FOR COUNSELLORS**

Sl.NO.	Name of Child with whom session taken	Report submitted to Superintendent	Action taken in the case	Category of case (new case, old case)	No. of first intake sessions	No. of counseling sessions	Pending documents in the case	Remarks of Counsellor

**Signature of Counsellor**

**ANNEXURE – XXXIII**  
**DAILY DIARY FORMAT FOR WARDENS**

Sl.NO.	No. of children in the block	No. of children did not go to School	No. of children went School	Number of New Admissions	Number of Children restored	Action taken in cases of children did not go to school/attending evening classes	Type of activities taken with children	NO of children attending evening classes	Remarks of Superintendent

**Signature of Warden**  
**Checked and Verified by Superintendent**

**ANNEXURE – XXXIV**  
**FORMAT FOR REPORTING INCIDENT**

Name of Warden	Date and time of incident	Description of Incident	Action taken by Warden	Comments of Superintendent	Comments of Competent Authority

**Signature of Warden**  
**Checked and Verified by Superintendent**

**ANNEXURE - XXXV**  
**DECLARATION BY THE MEDICAL OFFICER/MEDICAL STAFF FOR DISCHARGE/RESTORATION OF A CHILD**

Name of Child: \_\_\_\_\_  
 Age: \_\_\_\_\_  
 Sex: Male/Female \_\_\_\_\_  
 HealthStatusofthe \_\_\_\_\_ Ongoing  
 medications: \_\_\_\_\_  
 Reports and necessary documents handed over to: \_\_\_\_\_

Declaration by medical staff regarding fitness of child for restoration:  
 \_\_\_\_\_

**Signature of Medical Officer/Medical Staff**  
**Checked and Verified by Superintendent**

**ANNEXURE – XXXVI**  
**INDIVIDUAL COUNSELLING SESSION**

**DATE :** \_\_\_\_\_

Name : \_\_\_\_\_  
 Age : \_\_\_\_\_  
 Fathers Name : \_\_\_\_\_  
 Mothers Name : \_\_\_\_\_  
 Previous Status : \_\_\_\_\_  
 Current Mental Health : \_\_\_\_\_  
 Description of the Session : \_\_\_\_\_  
 Intervention : \_\_\_\_\_  
 Observation : \_\_\_\_\_  
 Recommendation : \_\_\_\_\_

**Superintendent**

**Counsellor**

**ANNEXURE – XXXVII**  
**GROUP COUNSELLING SESSION**

**DATE :** \_\_\_\_\_

Name of the children in group  
 1) Name \_\_\_\_\_ d/s/o \_\_\_\_\_ , Age \_\_\_\_\_  
 2) Name \_\_\_\_\_ d/s/o \_\_\_\_\_ , Age \_\_\_\_\_  
 Chief Complaint/Topic : \_\_\_\_\_  
 Description of the session : \_\_\_\_\_  
 Observation : \_\_\_\_\_  
 Recommendation : \_\_\_\_\_

**Superintendent**

**Counsellor**

**ANNEXURE – XXXVIII  
REPORTING OF POCSO**

DATE : \_\_\_\_\_

Name : \_\_\_\_\_  
 Age : \_\_\_\_\_ Sex : \_\_\_\_\_  
 Fathers Name : \_\_\_\_\_  
 Mothers Name : \_\_\_\_\_  
 CASE DETAILS : \_\_\_\_\_  
 INDICATORS : \_\_\_\_\_  
 BEHAVIOUR INDICATORS : \_\_\_\_\_  
 PHYSICAL INDICATOR : \_\_\_\_\_  
 EFFECTS OF ABUSE : \_\_\_\_\_  
 DESCRIPTION OF SESSION: \_\_\_\_\_  
 OBSERVATION : \_\_\_\_\_  
 RECOMMENDATION : \_\_\_\_\_

**Superintendent**

**Counselor**

**ANNEXURE – XXXIX  
POCSO SESSION DETAILS**

DATE : \_\_\_\_\_

Name : \_\_\_\_\_  
 Age : \_\_\_\_\_ Sex : \_\_\_\_\_  
 Fathers Name : \_\_\_\_\_  
 Mothers Name : \_\_\_\_\_  
 Previous Session Details : \_\_\_\_\_  
 Previous Recommendations/Observations : \_\_\_\_\_  
 Session -1 Details : \_\_\_\_\_  
 OBSERVATION : \_\_\_\_\_  
 RECOMMENDATION : \_\_\_\_\_

**Superintendent**

**Counselor**

**ANNEXURE – XL  
FORMAT FOR WARDENS – DAILY MONITORING OF ACTIVITIES**

Date	Cleanliness		Hygiene	Discipline	Check on quality of food	Grooming of children	Supply of daily needs	No. of caretakers on duty within block	No. of caretakers on official duty	Remarks of Competent Authority	Signature of the competent authority
	Block Area	Mess Area									

**Signature of Superintendent**

**ANNEXURE – XLI  
FORMAT FOR WARDENS – CHECK ON HYGIENE OF MESS**

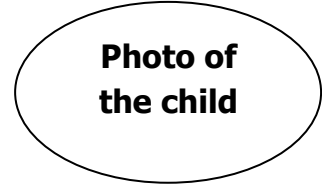
Date	Wearing of hand gloves and caps	Personal Hygiene	Washing of hands	Cleanliness of utensils	Cleanliness of Kitchen	Quality of food	Proper storage of prepared food	Remarks of Competent Authority	Signature of the competent authority

**Signature of Superintendent**

**ANNEXURE – XLII**  
**OUTING PASS FOR CHILDREN**

Children's Home- Snehalaya,  
Maloya, Sector -39, Chandigarh  
Contact Number – 0172-2617039

Name of the child : \_\_\_\_\_  
Fathers Name : \_\_\_\_\_  
Date of Birth : \_\_\_\_\_  
Identification Mark: \_\_\_\_\_  
Timings for the outing: \_\_\_\_\_



Signature of the child

Signature of the Warden



# PART III

## LIST OF MANDATORY REGISTERS TO BE USED IN A CHILD CARE INSTITUTION



**CHILDREN'S HOME SNEHALAYA**  
**ANNEXURES FOR CCI REGISTERS**

<b>S.NO.</b>	<b>ANNEXURES</b>	<b>DETAILS</b>	<b>PAGE NO.</b>
1	I	Admission Discharge Register	
2	II	Personal Belonging Register	
3	III	Minutes of Management Committee Register	
4	IV	Agenda for Management Committee	
5	V	Children Committee Meeting Register	
6	VI	Staff Meeting Register	
7	VII	Children Suggestion Register	
8	VIII	Staff Movement Register	
9	IX	Enquiry Report Register	
10	X	Children Supervision Register	
11	XI	Parent Meeting Register	
12	XII	Visitor Book	
13	XIII	Log Book	
14	XIV	Cash Book	
15	XV	Stock Register	
16	XVI	Donation Register	
17	XVII	Issue Register	
18	XVIII	Legal Services Register	
19	XIX	Counseling Register	
20	XX	Drug De-Addiction Program enrollment and Progress Register	
21	XXI	Handing over Charge Register	
22	XXII	Production Register	
23	XXIII	Inspection Register	

### ADMISSION DISCHARGE REGISTER - I

S.NO.	NAME OF CHILD	FATHER NAME	AGE	CATEGORY	ADDRESS OF THE CHILD	D.O.A	MOBILE IF ANY	BLOCK OF THE CHILD	SIG OF WARDEN	D.O.R	Sig of Suptd

**Date:** \_\_\_\_\_

**Checked and verified by Superintendent:** \_\_\_\_\_

\*\*\*\*\*

### PERSONAL BELONGING REGISTER -II

DATE	NAME OF CHILD	FATHER NAME	D.O.A	ARTICLE RECEIVED	SIG OF CHILD	SIG OF WITNESS	SIG OF SUPTD	D.O.R	ARTICLE HANDED OVER	SIG OF CHILD	SIG OF WITNESS	SIG OF SUPTD

**Date:** \_\_\_\_\_

**Checked and verified by Superintendent:** \_\_\_\_\_

\*\*\*\*\*

### FORMAT FOR REGISTER OF MINUTES OF MANAGEMENT COMMITTEE - III

S.NO.	NAME OF MEMBERS	DESIGNATION	SIGN

Minutes of the Meeting:

---



---

**Date of the Meeting** : \_\_\_\_\_

**Signature of Superintendent** : \_\_\_\_\_

\*\*\*\*\*

### FORMAT OF AGENDA FOR MANAGEMENT COMMITTEE-IV

SL.NO.	NAME OF THE CHILD	CASE NO.	AGENDA

**Superintendent  
Children's Home Snehalaya**

**FORMAT OF CHILDREN COMMITTEE MEETING MINUTES FORM– V \_\_\_\_\_ BLOCK**

S. No	Name of the members	Designation	Sign

Minutes of the meeting: \_\_\_\_\_

**Signature of Superintendent      Signature of Child Welfare Officer      Signature of Counsellor**

\*\*\*\*\*

**FORMAT OF STAFF MEETING MINUTES - VI**

S. No	Members Present	Designation	Sign

Minutes of the meeting: \_\_\_\_\_

\_\_\_\_\_

Names of Children: 1) \_\_\_\_\_ 2) \_\_\_\_\_ 3) \_\_\_\_\_ 4) \_\_\_\_\_

**Superintendent  
Children’s Home Snehalaya**

\*\*\*\*\*

**FORMAT OF CHILDREN’S SUGGESTION REGISTER - VII**

S.No	Date	Name of the child	Suggestions given by the child	Action Taken by Superintendent	Remarks

**Superintendent  
Children’s Home Snehalaya**

\*\*\*\*\*

**FORMAT OF STAFF MOVEMENT REGISTER - VIII**

S. No	Date	Name	Designation	Place of Visit	Purpose of the visit	Time Out	Sign	Time in	Sign	Sig of Suptd/ AsttSuptd

**Superintendent  
Children’s Home Snehalaya**

### ENQUIRY REPORT REGISTER - IX

S.NO	F.NO.	Name of Child	Date of issue of Enquiry	Date of Submission of Enquiry	Name Of CWO	Date of Submitted to CWC	Sign of CWO	Sig of Suptd/ AsttSuptd

**Superintendent  
Children's Home Snehalaya**

\*\*\*\*\*

### CHILDREN SUPERVISION REGISTER - X

S.No	Date	Name of the child	Place of Visit	Purpose of visit	Signature of child	Out time	In time	Signature of Warden	Signature of Superintendent

Checked and Verified by Superintendent: \_\_\_\_\_

\*\*\*\*\*

### PARENTS CHILDREN MEETING REGISTER - XI

S.No	Date	Name of the child	Relation with the child and name	Address	Contact no.	Sign	Signature of Parents	Comments of Superintendent

Checked and Verified by Superintendent: \_\_\_\_\_

\*\*\*\*\*

### VISITOR BOOK - XII

S.No	Date	Name and Address of visitor	Phone no.	Remarks by visitor	Action taken by Superintendent

Checked and Verified by Superintendent: \_\_\_\_\_

### LOG BOOK - XIII

Name & address design of officer using the vehicle	Driver on duty or on private account	Journey commenced from	Places visited	Journey terminated at	Reading at the commencement of journey	Reading at the commencement of journey	Total no. of miles travelled	Purchased during the journey Petrol/mobile Oil/distilled water	Sign of officer using the vehicle	Sign of controlling officer	Remarks

**Checked and Verified by Superintendent:** \_\_\_\_\_

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### CASH BOOK - XIV

S.NO.	DATE	Bill No. & Date	AMOUNT	DESCRIPTION OF ITEM	ADDRESS OF THE SHOP	SIGN OF SUPTD

**Checked and Verified by Superintendent:** \_\_\_\_\_

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### STOCK REGISTER-XV

**Name of the Article** \_\_\_\_\_

Date	Particulars	Bill No.	Receipt	Issue	Balance	Remarks

\*\*\*\*\*

### DONATON REGISTER-XVI

Date	Name and Address of the donor	Contact Number	Items to be donated	Quantity	Signature of the donor	Signature of Storekeeper	Remarks, if any	Signature of Superintendent/Asst. Superintendent

\*\*\*\*\*

### ISSUE REGISTER-XVII

Date	Name of the item	Quantity	Signature of child

**Summary of the item issued to the children:-**

**Signature of Storekeeper**

**Signature of Superintendent**

### LEGAL SERVICES REGISTER-XVIII

Sr.No.	Date	Name of Advocate	Child's Name	Name of concerned CWO	Outcome in the case	Signature of Superintendent

\*\*\*\*\*

### COUNSELLING REGISTER – XIX

Sr. No.	Name of the child	Objective of the Counseling	Name of the Counselor	Outcome of the session	Future interventions	Remarks of Competent Authority

**Checked and Verified by Superintendent**

\*\*\*\*\*

### DRUG DE-ADDICTION PROGRAMME ENROLLMENT AND PROGRESS REGISTER- XX

S. No	Date	Enrollment No.	Name of the child	Previous history of drug abuse	Objective of enrollment	Treatment provided	Present status of the child	Future interventions	Signature of Medical Nurse/Staff

**Checked and Verified by Superintendent**

\*\*\*\*\*

### HANDING OVER CHARGE REGISTER-XXI

Sr. No.	Date	Name of Block	Handed Over by	Time of Handover	Taken Over by	Time of Takeover	Signature of Wardens In-charge

**Checked and Verified by Superintendent**

\*\*\*\*\*

### PRODUCTION REGISTER – XXII

S. NO	Date	Case No.	Produced Before	Purpose of production	Instructions given by competent authority	Action taken in the case	Date of Next review	Signature of concerned CWO

**Checked and Verified by Superintendent**

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### INSPECTION REGISTER – XXIII

S. No	Date	Name and Address of Inspection body	Phone no.	Remarks by inspection team	Action taken by Superintendent

**Checked and Verified by Superintendent**









**The United Nations Convention on the Rights of the Child (U.N.C.R.C.) is the most rapidly and widely ratified international human rights treaty in history. It changed the way children are viewed and treated – as human beings with a distinct set of rights. The unprecedented acceptance of the Convention clearly shows a wide global commitment to advancing children's rights. India is a signatory and ratified the U.N.C.R.C. in 1992.**

**Article 1 (Definition of the child):** The Convention defines a 'child' as a person below the age of 18, unless the laws of a particular country set the legal age for adulthood younger.

**Article 2 (Non-discrimination):** No child should be treated unfairly on any basis.

**Article 3 (Best interests of the child):** The best interests of children must be the primary concern in making decisions that may affect them. This particularly applies to budget, policy and law makers.

**Article 4 (Protection of rights):** Governments have a responsibility to take all available measures to make sure children's rights are respected, protected and fulfilled. When countries ratify the Convention, they agree to review their laws relating to children.

**Article 5 (Parental guidance):** Governments should respect the rights and responsibilities of families to direct and guide their children so that, they learn to use their rights properly. It does place on government the responsibility to protect and assist families in fulfilling their essential role as nurturers of children.

**Article 6 (Survival and development):** Children have the right to live. Governments should ensure that children survive and develop healthily.

**Article 7 (Registration, name, nationality, care):** All children have the right to a legally registered name, recognized by the government.

**Article 9 (Separation from parents):** Children have the right to live with their parent(s), unless it is bad for them.

**Article 12 (Respect for the views of the child):** When adults are making decisions that affect children, they have the right to say what they think should happen and have their opinions taken into account.

**Article 12 (Respect for the views of the child):** When adults are making decisions that affect children, children have the right to say what they think should happen and have their opinions taken into account.

**Article 13 (Freedom of expression):** Children have the right to get and share information, as long as the information is not damaging to them or others. In exercising the right to freedom of expression, children have the responsibility to also respect the rights, freedoms and reputations of others.

**Article 14 (Freedom of thought, conscience and religion):**

**Article 17 (Access to information; mass media):**

**Article 18 (Parental responsibilities; state assistance):** Both parents share responsibility for bringing up their children, and should always consider what is best for each child.

**Article 19 (Protection from all forms of violence):** Children have the right to be protected from being hurt and mistreated, physically or mentally. Governments should ensure that children are properly cared for and protect them from violence, abuse and neglect by their parents, or anyone else who looks after them.

**Article 20 (Children deprived of family environment):** Children who cannot be looked after by their own family have a right to special care and must be looked after properly, by people who respect their ethnic group, religion, culture and language.

**Article 21 (Adoption):** Children have the right to care and protection if they are adopted or in foster care. The first concern must be what is best for them.

**Article 23 (Children with disabilities):** Children who have any kind of disability have the right to special care and support, as well as all the rights in the Convention, so that they can live full and independent lives.

**Article 24 (Health and health services):** Children have the right to good quality health care – the best health care possible – to safe drinking water, nutritious food, a clean and safe environment. Governments should help families and guardians who cannot afford to provide this, particularly with regard to food, clothing and housing.

**Article 28 (Right to education):** All children have the right to a primary education, which should be free. Wealthy countries should help poorer countries achieve this right. Discipline in schools should respect children's dignity. Any form of school discipline should take into account the child's human dignity. Therefore, governments must ensure that school administrators review their discipline policies and eliminate any discipline practices involving physical or mental violence, abuse or neglect. The Convention places a high value on education.

**Article 29 (Goals of education):** Children's education should develop each child's personality, talents and abilities to the fullest. It should encourage children to respect others, help them learn to live peacefully, protect the environment and respect the rights their parents, and education should aim to develop respect for the values and culture of their parents.

**Article 32 (Child labour):** The government should protect children from work that is dangerous or might harm their health or their education. While the Convention protects children from harmful and exploitative work, there is nothing in it that prohibits parents from expecting their children to help out at home in ways that are safe and appropriate to their age. If children help out in a family farm or business, the tasks they do be safe and suited to their level of development and comply with national labour laws. Children's work should not jeopardize any of their other rights, including the right to education, or the right to relaxation and play.

**Article 33 (Drug abuse):** Governments should use all means to protect children from harmful drugs and from being used in the drug trade.

**Article 34 (Sexual exploitation):** Governments should protect children from all forms of sexual exploitation and abuse. This provision in the Convention is augmented by the Optional Protocol on the sale of children, child prostitution and child pornography.

**Article 35 (Abduction, sale and trafficking):** The government should take all measures possible to make sure that children are not abducted, sold or trafficked.

**Article 37 (Detention and punishment):** No one is allowed to punish children in a cruel or harmful way.



## **CHILDREN'S HOME SNEHALAYA MALOYA, CHANDIGARH**



**Union Territory Child Protection Society**  
Sector 19-B, Chandigarh | Tel. : 0172-2548000 | Email : [utcpschandigarh@gmail.com](mailto:utcpschandigarh@gmail.com)