

# **Guidelines for the formation and strengthening of Child Protection Committees in West Bengal**

to be constituted at the village and Block/ward level  
under the Integrated Child Protection Scheme



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and Social Welfare,  
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## Preface

The State is the primary duty bearer and accountable to protect rights of children, however the role of the parents and community always remains very critical to the life and wellbeing of children, a fact well recognised in the recently launched Integrated Child Protection Scheme (ICPS). The Integrated Child Protection Scheme framework necessitates the State to establish, promote and strengthen community based child protection mechanisms that recognises, promotes and protects child rights at the grassroots level. Child Protection Committees (CPCs) is one such community based child protection mechanisms in the communities itself to safeguard the rights of children and take appropriate measures to prevent and address the issues of child rights violations. The idea of CPC has been experimented by many development agencies and voluntary organisations in various contexts and social settings with very encouraging results.

The current guideline for Child Protection Committees (CPCs) is developed on the basis of institutional learning and experiences of civil society organisations in West Bengal and in other parts of the country.

**The guideline is developed, considering the norms and vision of Integrated Child Protection Scheme with following set of objectives expected to be fulfilled by the CPC.**

- 1 Building community awareness and consciousness on child right.
- 2 Promoting behaviour change among parents and community in the best interest of child.
- 3 Monitoring and reporting of child rights violation cases in the community, to respond and if required refer it to the appropriate authorities
- 4 To raise awareness in the community about Government programmes and schemes for children.
- 5 Identify vulnerable children of the community and prepare Child Protection Plan covering each child and sharing it with competent authority (Child Welfare Committee, Juvenile Justice Board, Police and Judiciary).
- 6 Maintain confidentiality in each case.

### FROM THE MINISTER'S DESK

Children are our supremely important national assets. It is our duty to provide them with all opportunities of growth, development, safety and security. The key to the future prosperity of our nation lies in the all- round development of children. Over the years, the need for investing in protection of children has emerged. The Integrated Child Protection Scheme (ICPS) - which emerged as an outcome of this need- aims to reduce vulnerability of children and protect them from all kinds of real and perceived danger or threat. The Scheme envisages formation of Committees for child protection at all levels. Such committees will be formed as an initiative of Government – Civil Society partnership. Some leading organizations are already running Child Protection Committees at grass root level in West Bengal and the present Guidelines have been formulated with their help. The existing Committees will be restructured as per the new Guidelines. Our mission is to have a Committee for child protection at every village, block and ward level, to ensure protection of the children.

With Best Wishes

*Shashi Panja*  
(Dr. Shashi Panja)

Minister of State (Independent Charge)  
Child Development and Women Development





**SMT. ROSHNI SEN, IAS**

**Secretary**

Child Development Department and  
Women Dev. & Social Welfare Department  
Government of West Bengal  
Bikash Bhavan, North Block, 10<sup>th</sup> Floor  
Salt Lake, Kolkata -700091  
Ph: (+91 33) 2334 1563; Fax: (+91 33) 2334 1918  
Email secdsw@gmail.com, sen.r@nic.in

## Foreword

A new regime in child protection is emerging slowly over the last few years. India, as a signatory to the United Nations Convention on the Rights of Children (UNCRC), has always been committed to the cause of children. Experience over the years showed that child protection is vital for and is intrinsically linked with components of growth like health, education, survival and participation. To ensure these the Govt. of India adopted the Integrated Child Protection Scheme (ICPS) which promises to ensure protection of both children in need of care and protection and children in conflict / contact with law. In order to realize this goal, committees at the grass root level are essential. ICPS emphasizes formation of village / block and ward level committees for creating a safety net for children and also to enable them to meaningfully participate in the whole process.

It is become imperative to create village level / block level child protection committees in the rural areas and ward level committees in urban and semi-urban areas with members of the PRIs / Urban Local Bodies (ULB) playing a pivotal role. Our vision is to have CPCs in every single village of West Bengal in the coming few years. The formulation of these Guidelines is the first bold step forward in relation to this goal under the initiative of the State Child Protection Society, West Bengal. Under the technical support and guidance of Save the Children, the Guidelines have been developed with inputs from reputed NGOs like Child in Need Institute, All Bengal Women's Union, Women's Interlink Foundation, Praajak, Jabala Action Research Centre, Sanjog, Jayprakash Institute of Social Change and Socio-Legal Aid Training and Research Centre. Last but not the least, this endeavour would not have been possible without the ongoing close partnership and consistent support of UNICEF.

Let us take the pledge of ensuring protection to all our children.

*Roshni Sen*  
( Roshni Sen )

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# Guidelines for Child Protection Committees

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

## 1 Introduction to Child Protection Committees (CPC)

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

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

### Level 1: Revenue/Census village level

**1.1 Village level Child Protection Committees (VLCPC):** The village level Child Protection committees will be established in each villages of state for prevention, reporting, monitoring, protection and responding on the issues of child right and protection. The VLCPC will be a community based organisation formed by the participation of community member, children, Government functionaries and elected representatives.

### Level 2: Block/Ward Level (Ward in city):

The constitution of both these committees will be different considering the administrative setup of rural and urban areas.

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

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

**1.2.2 Ward Level Child Protection Committees in Urban Area (WLCPC):** The WLCPCs will be formed at the urban areas and will report to DCPS. The purpose of the WLCPC will be to monitor, report, respond, refer and raise awareness among the community for protection of children under the guidance of DCPS.

# 2 Composition of Child Protection Committee

**2.1 Composition of the Village Child Protection Committee at Revenue village** Village throughout the document should mean a ‘revenue Village’ or a ‘ward’ declared as such by the government./ward level:

Sl. No.	Suggested Members	VLCPC	Reserved for Female	Designation
1	Children Representative (12-18 yrs) If Children Group exist in the community, then the Children Group will nominate, otherwise School Teacher will nominate the children)	2	1	Member
2	Anganwari Worker	1	1	Treasurer
3	School Teacher (Local School) (to be nominated by the school inspector)	1		Member
4	Auxiliary Nurses Midwives (ANM)	1	1	Member
5	Community Based Organisation/NGO/VHSC/Women Self Help Group (Chairperson to Decide with Secretary)	2	1	Member
6	Reputed and Respected person from Community (Chairperson to decide with Secretary- representative of Gram Unnayan Parshad/SHGs may be considered)	2		Member
7	Elected Representative of village (Chairperson to Decide with Secretary)	1		Member
8	Head of Local Panchayati Raj Institution (Pradhan)	1		Chairperson
9	Parents from School Management Committee (Chairperson to decide with Secretary)	1		Member
10	Anganwari Supervisor (CDPO to Nominate)	1	1	Convenor/ Member Secretary
11	Representatives from weaker section (SC, ST, Minorities, Physically challenged) (Chairperson to decide with Secretary)	2	1	Member
	<b>Total</b>	<b>15</b>	<b>6</b>	

Village throughout the document should mean a ‘revenue Village’ or a ‘ward’ declared as such by the government.

Member of BLCPC, DCPS, SCPS, DSWO, SP, DM can participate during the meeting of VLCPC

**Note:** The 6 seats have been reserved for the female. VLCPC should promote representation of female members in the committee. In case of child representative +1 seat will be reserved for a girl child. **8 Seats are unreserved.**

The tenure of the Committee will be 3 years and will be reconstituted thereafter with due notification from DCPS.



### 2.1.1 Composition of Block/Ward Level Child Protection Committee

### 2.1.2 Composition of Block Level Child Protection Committee (BLCPC)

Sl. No.	Suggested Members	VLCPC	Reserved for Female	Designation
1	Block Development Officer	1		Member Secretary
2	Child Development Project Officer	1	1	Treasurer
3	Block level PRI representative (Panchayat Samiti)	1		Chairperson
4	Representative of District Child Protection Society (Nominated by DCPS)	1		Member
5	Chairperson of VLCPC- Pradhan (Head of Panchayat)	7-10		Member
6	Child Representative (Each meeting of BLCPC will invite 2 Child from VLCPC to be part of meeting, it will be on revolving basis to provide exposure of each VLCPC of block) The decision will be taken by Member Secretary)	2	1	Member
7	NGOs/CSOs Representative (Nominated by Member Secretary with Chairperson, priority should be given to the NGOs working in the Block on Children issues)	2		Member
8	Representative of CHILDLINE (Nominated by CHILDLINE)	1		Member
9	Block Education Officer	1		Member
10	Block Medical Officer of Health	1		Member
11	Police representative (SHO or higher Level), nominated by Special Juvenile Police Officer	1		Member
12	Parents representative (Each meeting of BLCPC will invite 2 parents from VLCPC to be part of meeting, it will be on revolving basis to provide exposure of each VLCPC of block) The final decision will be taken by member Secretary)	2	1	Member
13	Reputed Advocate from Block (Nominated by member Secretary)	1		Member
14	Guest Invitees (to be decided by Member secretary – Nari –O- Shishu Kalyan Adhikarik may be considered)	1		Revolving member
15	Labour Inspector of Block (to be nominated by Member secretary)	1		
16	Guest Advisor/member (To be invited by Member Secretary)	1		Revolving member
	<b>Total Member</b>	<b>25-28</b>	<b>3</b>	

Member of DCPS, SCPS, DSWO, SP, DM can participate during the meeting of BLCPC

**Note:** The 3 seats have been reserved for the female. BLCPC should promote representation of female in the committee. In case of child representative 1 seat will be reserved for a girl child.

The tenure of the Committee will be 3 years and will reconstituted thereafter with due notification from DCPS.

### 2.2.1 Composition of Ward Level Child Protection Committee (WLCPC)

Sl. No.	Suggested Members	VLCPC	Reserved for Female	Designation
1	Elected Ward Councillor	1		Chairperson
2	ICDS Supervisor (Nominated by DSWO)	1	1	Treasurer
3	CDPO / Assistant CDPO (to be nominated by District Programme Officer)	1		Member Secretary
4	Representative of District Child Protection Society (Nominated by DCPS)	1		Member
6	Child Representative (12-18 yrs) If Children Group exist, then the Children Group will nominate, otherwise School Teacher of local school will nominate) Revolving in case of more number of schools in ward	2	1	Member
7	NGOs/CSOs/Club/Youth committee Representative/ women leader/ urban local body representative (Nominated by Chairperson)	2	1	Member
8	Member of Residential Welfare Association (RWAs) (Nominated by Chairperson)	1		Member
9	Representative of CHILDLINE (Nominated by CHILDLINE)	1		Member
10	Headmaster of Local school (nominated by District School Inspector)	1		Member
11	Medical Officer In Charge (MOIC), (Nominated by Chief Medical Officer of Health)	1		Member
12	Police Representative – rank of SHO or higher rank (Nominated by Commissioner of Police)	1		Member
13	Parents representative (SMC member of school, nominated by Chairperson) Revolving in case of more schools in ward	2	1	Member
14	Labour Inspector (nominated by District Labour Superintendent)	1		Member
15	Guest Invitee (Invited by Chairperson)	1		Revolving
	<b>Total Member</b>	<b>17</b>	<b>4</b>	

Member of DCPS, SCPS, DSWO, SP, DM can participate during the meeting of WLCPC

**Note:** The 4 seats have been reserved for the female. WLCPC should promote representation of female in the committee. In case of child representative 1 seat will be reserved for a girl child.

The tenure of the Committee will be 3 years and after will be reconstituted thereafter with due notification from DCPS.



### 3 Formation of Child Protection Committees

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

#### 3.1 Block/Ward level Child Protection Committees in Urban Area

##### 3.1.1 Block level Child Protection Committees (BLCPC)

- i. District Child Protection Society will issue a letter to all Block Development Officers to initiate BLCPC formation process in the Block and nominate members as per the guideline by relevant authority. The copy of guideline to form BLCPC and copy of simplified version of ICPS will be attached with the letter. The letter should be copied to Superintendent of Police, CEO - Zila Parishad, Chief Medical Officer, District Inspector School and other as per the requirement requesting them to nominate members for BLCPC within a timeline of 2 months. District Collector, should be informed about the process in advance and a copy of letter for his/her information should be sent by DCPS.
- ii. The follow-up letter by DCPS should be sent to make sure the nomination from relevant authority for membership in BLCPC has been received.
- iii. The DCPS should send the Letter to all BDOs for organising first meeting of BLCPC and asking the list of BLCPC along with the Minutes of meeting. The letter should include the meeting agenda and BLCPC guidelines. The timeline of 2 months or decided by DCPS to organise first BLCPC meeting.
- iv. The DCPS to make entry of all formed BLCPCs and send the information to SCPS for to update and record such information.
- v. The process of BLCPCs formation should be completed within 1-3 months or as agreed by SCPS.
- vi. The BLCPC will require handholding support from DCPS for formation and strengthening capacity of member. It is suggested that DCPS sets-up the agenda of first meeting of BLCPC that includes the VLCPC formation process.
- vii. It is suggested that the representative of DCPS is present in the first BLCPC meeting and elaborate about child protection and the formation process of VLCPC.
- viii. The first BLCPC meeting will have nominated members only, whereas the representation of children and parents will be incorporated after the formation of VLCPCs. The BLCPC at this stage should be considered as BLCPC formed.

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

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

- ii. The follow-up letter by DCPS should be sent to make sure the nomination from relevant authority for membership in WLCPC has been received.
- iii. The DCPS should send the Letter to DPO (ICDS) to facilitate and organise first meeting of WLCPC and asking the list of WLCPC along with the Minutes of meeting. The letter should include the meeting agenda and WLCPC guidelines. The timeline of 1-3 months or as agreed by DCPS to organise first WLCPC meeting should be given.
- iv. The DCPS should make entry of all formed WLCPC and send this information to SCPS for update.
- v. The process of WLCPC formation should be completed within 1-3 months or as agreed by SCPS.
- vi. The WLCPC will require handholding support from DCPS for formation and strengthening capacity of member. It is suggested that DCPS sets up the agenda of first meeting for nomination of other representatives in the committee.
- vii. It is suggested that DCPS organise an orientation meeting of Member Secretary, Treasurer and Chairperson of WLCPC to orient them about the role and responsibility of WLCPC. In case of the number of ward are more than 100, the cluster approach for orientation can be adopted.
- viii. The DCPS should make available the resources and budget for one day orientation programme in urban areas and engage the NGOs and civil society organisation for facilitating the orientation.

#### 3.2 Village level Child Protection Committees (VLCPC)

- i. District Child Protection Society will issue a letter to all Block Development Officers to initiate VLCPC formation process in the villages and nominate members as per the guideline by relevant authority. A copy of the letter should be sent to relevant authority as per the decision of DCPS.
- ii. The BLCPC, member secretary will issue a letter to all Head of Panchayat and CDPO to initiate VLCPC formation in villages falling under the respective Panchayat. A copy of the letter should also be sent to the authority concerned for nominating member for VLCPC.
- iii. It is advisable that the BLCPC invite all the Panchayat head of respective block, CDPO, MOIC, School Inspector, Thana In-charges, NGOs and other relevant authority to orient them about the VLCPC formation process. The representative of DCPS should be invited to orient the entire participants and guide them on the VLCPC formation processes as per the guideline. The support of NGOs can be taken here for orientation purposes.
- iv. The timeline of 1-3 months is suggested for the formation of VLCPCs and report back the list of all VLCPC with the contact telephone numbers of member in the prescribed format.
- v. The head of Panchayat will be holding a small meeting with the Angangwari worker, Teacher and other relevant person at Panchayat headquarter to initiate the process of VLCPCs formation.
- vi. The Anganwari worker will organise a village level meeting to inform about the VLCPC formation and its objective as per the guideline and PRI head will preside the meeting to form VLCPC.

vii. The member secretary of VLCPC will maintain the data and records, to send the list of VLCPC through Panchayat Head to BDO.

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

#### General Guideline for formation of Child Protection Committees

- i. Awareness on ICPS, its components and the importance of different level committees with the use of local print and electronic media. Local NGOs working on the child rights shall be requested to organise awareness campaigns.
- ii. Forming a VLCPC at village level shall require support from local service provider and front line worker (HM, teacher, ANM, ASHA, Aganwadi worker) and civil society organisations (local NGO, SHG, Mahila Mandal, youth club, etc.)
- iii. Special drive could be executed to form VLCPC/WLCPC through Sansad Sabha/ Gram Sabha/ Ward Level meetings/ RWA/Urban local body meetings in each of the district
- iv. DCPS shall consider the budgetary provision for formation of BLCPC/WLCPC and VLCPCs.
- v. It is advisable that SCPS along with the Civil Society Organisations develop some IEC materials to be used by different committees.

## 4 Roles and Responsibilities of Different Child Protection Committees

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

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

- i. To prepare a block need assessment report on the status of children in the area broadly under two categories viz., 'Children in conflict/contact with law' and 'Children in need of care and protection' that should include disaggregated data/information as per prescribed format provided by DCPS. The district Need Assessment format and Block Need Assessment report will be provided by the SCPS.
- ii. To conduct enquiries on specific problems/complaints arising out of discrimination, abuse, violation, atrocities against children (within a stipulated time frame) and to submit a report of findings and recommendations to the concerned authority with a copy to DCPS.
- iii. To support VLCPC to prepare need assessment report.
- iv. To promote and encourage the formation of children's collective or a Shishu Panchayat in the village which shall act as a forum that encourages children in the area to participate and voice their concerns and offer suggestions.
- v. Facilitating VLCPC to regularly organise meeting as per prescribed in the Periodic meeting section for VLCPC. Getting regular input, information from VLCPC and taking appropriate action and providing suggestions to VLCPC for protection of children and their rights.
- vi. Maintain liaison between referral services and VLCPC.
- vii. Organise capacity building and orientation for the VLCPC on Child Protection, Government schemes, programmes and services.

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

- i. To prepare a ward need assessment report on the status of children in the area broadly under the category 'children in difficult circumstances' that should include disaggregated data/information in the prescribed format provided by DCPS.
- ii. Mapping of ward to identify most vulnerable children and encouraging parents for protection of children in the ward area.
- iii. Orientation of people and children in the ward area on raising voices against any form of violence on children
- iv. Awareness raising in community to combat child trafficking, to prevent child marriages, child labour practices and migration of children for labour purposes.
- v. Information to the appropriate authority for rescue of child labourer from domestic work, factories, dhabas or any other prescribed under CLPRA 1986 or Bonded Labour Act 1976.
- vi. Awareness and sensitization of parents to send their children regularly to school.
- vii. Time to time campaign, to raise awareness on child protection issues in ward.
- viii. Submitting periodic report to the DCPS to appraise them about the key challenges, achievements and opportunities for child protection.
- ix. Drafting annual child protection plan of ward area and appraising DCPS about the plan and seeking inputs.
- x. Maintaining records of 'out of school and missing children' in the Ward
- xi. Forwarding applications to the DCPS of specific cases for referral services.
- xii. Discouraging harmful practices that are against child protection for example sex selective abortion, child marriages, corporal punishment, Child Labour etc.
- xiii. Promoting good practices, like birth registration, adhar card registration, school enrolment, migrant register maintenance etc.
- xiv. The WLCPC shall liaison with the DCPS for restoration and rehabilitation of rescued trafficked victims, orphan child and unaccompanied children. WLCPC to provide support on case to case basis in consultation with the DCPS.
- xv. Community level Foster care services as mentioned in ICPS shall be promoted by the WLCPC on case to case basis, if any child in need of foster care is present in the Ward. The DCPS will guide the WLCPC in consultation with SCPS in such cases.
- xvi. Any other activities in the best interest of children and child protection.
- xvii. Any such activities instructed/agreed upon by DCPS or SCPS for the child protection.
- xviii. WLCPC may engage with the Resident Welfare Association, Chamber of Commerce and other like minded civil society organisation for raising awareness on child protection issues in ward areas.
- xix. To promote and encourage children participation and formation of shishu panchayat at Ward level/ school level.
- xx. To conduct enquiries on specific problems/complaints arising out of discrimination, abuse, violation, atrocities against children (within a stipulated time frame) and to submit a report of findings and recommendations to the concerned authority with a copy to DCPS.



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

xxii. Maintain liaison with the DCPS for referral services.

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

- i. To prepare a village need assessment report on the status of children in the area broadly under the category 'children in difficult circumstances' that should include disaggregated data/information in the prescribed format provided by BLCPC.
- ii. Mapping of villages to identify most vulnerable children and encouraging parents for protection of children in the villages.
- iii. Orientation of community and children on raising voices against any form of violence on children
- iv. Awareness raising in community to combat child trafficking, to prevent child marriages, child labour practices and migration of children for labour purposes.
- v. Awareness and sensitization of parents to send their children regularly to school.
- vi. Time to time campaign to raise awareness on child protection issues in villages.
- vii. Submitting periodic report to the BLCPC to appraise them about the key challenges, achievements and opportunities for child protection.
- viii. Drafting annual child protection plan of villages and appraising BLCPC about the need to finalise and implement the plan and seek inputs.
- ix. Maintaining record of children in the villages, who are not attending schools, migrated out of village for work, missing children etc.
- x. Forwarding application to the BLCPC of specific cases for referral services.
- xi. Discouraging harmful practices that are against child protection for example sex selective abortion, child marriages, corporal punishment etc.
- xii. Promoting good practices, like birth registration, *Adhar* card registration, school enrolment, migrant register maintenance.
- xiii. The VLCPC should liaison with the BLCPC and DCPS for restoration and rehabilitation of rescued trafficked victims, orphan child and unaccompanied children. BLCPC to provide support on case to case basis in consultation with the DCPS.
- xiv. Community level Foster care services as mentioned in ICPS shall be promoted by the VLCPC on case to case basis, if any child in need of foster care is present in the villages. The BLCPC will guide the VLCPC in consultation with DCPS in such cases.
- xv. Any other activities in the best interest of children and child protection.
- xvi. Any such activities instructed by DCPS, BLCPC or SCPS for the child protection.
- xvii. VLCPC may engage with the civil society organisation for raising awareness on child protection issues in villages.
- xviii. To promote and encourage children participation and formation of 'children group' at villages level.

#### 4.3 Periodic Meetings

- i. Quarterly meeting of BLCPC should be organised at venue decided by Member Secretary
- ii. Quarterly meeting of WLCPC shall be organised at venue decided by Member Secretary
- iii. Monthly meeting of the VLCPC shall be organised in the village, the venue shall be decided by Member secretary. The venue should be a common place. The Common place may be school, Anganwari centre, and place inside the village.

#### General Guidelines for organising CPCs meetings at different level

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

#### 4.4 Function of Office Bearers

##### General Guidelines

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

##### i. Chairperson

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

##### ii. Secretary/Convenor

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



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

### iii. Treasurer

- **The Treasurer of CPCs will institute a child protection fund** at village/ward level. The fund shall specifically be utilized for the purposes identified and approved of the child protection committee (VLCPC/WLCPC). The amounts received towards this fund shall be deposited in an account in the name of the child protection committee in a nationalized bank or in post offices. Signatories of this account shall consist of the chairperson, treasurer and secretary. Any two out of the three signatories can operate the said account for the purpose of receiving and making payments on behalf of the child protection committee towards its activities.
- To regularly maintain and update a statement of accounts of the child protection committee.
- To prepare and finalise an annual budget for the child protection committee in consultation and with the approval of members of the CPC and forward the same to the competent authority for approval and release of funds. In case of VLCPC the budget shall be sent to the BLCPC, whereas in case of WLCPC and BLCPC the respective budgets shall be sent to DCPS.
- The BLCPC will develop their budget after incorporating the budget requirement and plan of VLCPCs.
- The Treasurer of VLCPC shall place the statement of expenditure to child protection committee in every quarter and the copy will be sent to BLCPC.
- The Treasurer of WLCPC and BLCPC will send the statement of expenditure to DCPS on Annual basis or as per instruction of DCPS.
- The treasurer of VLCPC shall facilitate annual audit of account in presence of 2/3 members of the committee.
- The treasurer will be present during audit processes, if being done by the competent authority.

### iv. Children Representative

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

## 4.5 Authority and Limitation of Child Protection Committees

### i. Notification of Child Protection Committees

- Name of the members appointed to this child protection committee should be made public by the competent authority.
- Effort should be made to display the list of VLCPC/WLCPC member in prominent places in the locality, so that children and parents can access the members or committee in case of any incidence for reporting.
- The BLCPC committee information should be made at a public place in Block office with contact number to register complaints regarding child protection issues.

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

- The Committee shall have tenure of three years and the tenure of Chairperson and Members shall be co-terminus with the tenure of the Committee.
- A member and chairperson can hold office for a maximum of two consecutive terms.
- A member, at anytime, may resign from the membership or from any position s/he holds in the CPC by writing to the Chairperson/Secretary of the CPC.
- The CPC, by a resolution passed by the 3/4th of the total members present and voting, shall have the power to issue show cause notice to the member not attending meeting for three consecutive times. Suspension or expulsion of any member from CPC can be done if 3/4th of the total members present in meeting (not less than half of the total member of CPC strength) find the show cause not the valid reason for absenteeism.
- The CPC, by resolution of 3/4th of the total member can expel or suspend the member on following ground also with a written notice,
  - Proof of misappropriation of funds or abuse of powers given under CPC,
  - Proof of involvement in or instigating any kind of neglect, abuse, violence or exploitation of children,
  - Convicted by any court of law,
  - Incapacitated to perform the duty due to insane or unsound mind.
  - The expulsion and suspension of any member will be limited to the authority as designated within the CPC only.
- No member shall be removed unless an opportunity is given to defend him/ herself or prove his/her innocence. The copy of notice should also be shared and informed to the higher committee. In case of VLCPC/WLCPC, it should be informed to BLCPC, whereas in case of BLCPC it should be informed to DCPS.

### In case of vacancy in the Committee

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

### iii. Guideline for CPC in case of any legal issues

The VLCPC, WLCPC and BLCPC should make distinction between the incidences of Child Protection. In case of any cognizable offence or the case under purview of any court/judiciary/CWC/JJB, the CPC shall not intervene, organise arbitration or negotiation.

In case of any such incidence the DCPS shall be contacted for advice. The DCPS shall take the advice from the legal/probation officer working in the DCPS structure.

### iv. Financial Guideline for child protection committee

- The fund raising for the purpose of Children fund by any committee should be informed in advance and written consent of higher authority should be taken.
- The VLCPC should seek written consent for any fundraising from BLCPC
- The BLCPC should seek written consent for any fundraising from the DCPS
- The fundraising activity should not be in contradiction of Indian and state government law or policy.
- Before any fundraising activity, the bank account/post office account should be necessarily available.
- The money receipt and receipt register should be mandatorily maintained with the page number on each register. The register should be verified and signed by the Chairperson, Secretary and Treasurer.
- The voluntary support for CPC from Civil Society Organisation, Corporate, Trust, Society, Chamber of Commerce, Resident Welfare Association etc. should be promoted by CPC for conducting awareness raising activity.
- The voluntary support from the liquor company, Tobacco Company, companies not listed under State Government and any other such organisation should not be taken, the final decision should be taken by Chairperson with written consent from DCPS.
- A guideline regarding fund raising for CPC can be developed by DCPS in consultation with SCPS.

### Financial requirement of child protection committee

- The VLCPC may seek financial support from BLCPC for implementation of Village child protection annual plan before the start of financial year or as decided by DCPS.
- The budgetary requirement submitted by the VLCPC shall be taken in account by the BLCPC to develop Annual plan for the Block CPCs expenditure including (BLCPC) its own expenditure.
- The BLCPC/WLCPC shall submit the Annual plan of block and financial support requirement to the DCPS.
- The additional fund for supporting BLCPC/WLCPC or VLCPC should be taken by the competent authority as per the state government guideline.
- No member or officials of VLCPC, WLCPC or BLCPC will receive special honorarium of emoluments for functioning as the member or officials of Child Protection Committees.

- The VLCPC, WLCPC and BLCPC are the honorary position, with no cost. However the budgeting for conducting BLCPC meeting, stationery, postage charges and other such charges agreed by DCPS shall be allowed.
- The cost for capacity building of CPC members and functionary should be taken in account, while developing BLCPC/WLCPC annual plan.
- The DCPS shall consider and decide about the approval and disapproval of financial requirement of BLCPC (that include VLCPC plan) and WLCPC Annual Plan.
- The DCPS should consider the travel cost of children, parents and other member for attending BLCPC/WLCPC meeting.

## 5 Referral mechanism for Child Protection Committees

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

- Education or corporal punishment or abuse in school premises-** Forward complain/ necessary suggestion /letters of enquiry to the BEO/DEO with a copy to the DCPS, DM, directorate of education, SCPS and to the competent authority under the JJ ACT. However the Committee, before initiating above steps should talk to the School Management Committee to resolve the matter.
- Health-**Contact the PHC/CHC/Sub-Centre and forward a copy to the CMO, DM, DCPS, WBSCPS/ Competent authority under the JJ ACT.
- Transport-** RTO/KTC with a copy to the DM, DCPS, WBSCPS/ Competent authority under the JJ ACT.
- Child Protection-** In case of issues relating to Children in Need of Care and Protection: CWC/ Childline/Local Police (Juvenile/Child Welfare Officer)/DCPS: and in case of Child in Conflict/Contact with Law contact the JJB/local police (Juvenile/Child Welfare Officer)/ DCPS, with a copy to the Competent authority under the JJ ACT. CWC, JJB may direct CPCs to facilitate monitoring and follow-up process of cases and CPCs should act accordingly.
- Child labour-** Labour Inspector, Local police (Juvenile/Child Welfare Officer)/ SJPU, CWC/JJB, Child Line, District Magistrate, District Child Labour Task Force/labour commissioner with a copy to the DoL/DCPS/WBSCPS/Competent authority under the JJ ACT.
- Child Marriages:** The Police/ SHO, Child Marriage Prohibition Officer, First Class Judicial Magistrate or Metropolitan Magistrate, Child Welfare Committee, Child Line, District Magistrate with a copy to DCPS/WBSCPS/Competent authority under the JJ ACT.
- Child Trafficking:** F.I.R to be filed in the police station which has the jurisdiction in the source point, the transit point and at the destination point, First Class Judicial Magistrate or Metropolitan Magistrate, Child Welfare Committee, Child Line, District Magistrate with a copy to DCPS/WBSCPS/Competent authority under the JJ ACT.



## 6 Monitoring Mechanism

### 6.1 Monitoring mechanism-

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

### 6.2 Reporting by CPCs

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

## 7 Award and Appreciation

**Annual awards to the child protection committee:** Awards in the form of cash/kind shall be given each year to at least 3 best performing child protection committees at the Block level that has successfully initiated practices in village level child development and protection during the child rights week (November). The selection of best child protection committees will be based on the indicators set and circulated by SCPS to all the DCPS. The awardees shall be selected by a selection panel appointed by the DCPS.

## 8 Training and Capacity Building of Child Protection committees/members

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

- Child Rights- UNCRC and Constitutional Rights
- Identification of vulnerable children
- Mapping exercise
- Planning and Budgeting exercise

- Referral mechanism
- Government schemes and services
- Exposure visit of CPC members
- Code of Conduct

## 9 Child Protection Code of Conduct and Accountability Mechanism

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

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



10 Annexure

1.1 Meeting Minute reports/reporting to authority and linkage with higher level

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

1.2 Protection Risks/Incidents/Vulnerability Matrix (for CPCs)

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

**1.3 Role of different referral bodies:** CHILDLINE, Child Welfare Committee, Juvenile Justice Board, DCPS, SCPS, Child Welfare Officer (Thana), NGOs/CSOs and Panchayat Office

Annexure

Meeting No. Date of Meeting..... Venue.....

10.1 CHILD PROTECTION COMMITTEES

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

The village level issues are solved through the participation of communities. However many issues also need to be addressed by district level authorities for sustainability. Clear lines of linkage need to be established between villages and district bodies. The District level child protection society (under ICPS) will become a referral for village level Child Protection Committees. Linking Child Protection Committees with District Child Protection Society will empower more child protection initiatives in villages. Apart from DCPS other referral (Child Line, CWC, DWO, PRI head, Administration) should be used.

CPC can invite any Government functionaries or stakeholders during meeting for interaction and understanding about the services available.

Note for child protection committee member secretary

- The minutes should be written in format below.
- Any issue should be discussed in detail. The CP issues need to be discussed in the pattern of Why, How, Where and what need to be done.
- Solution proposed by the CPC should be written clearly
- After writing of minutes, it should be loudly read to the CPC and then signed by secretary or person heading the meeting from CPC.

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

Meeting No.                      Date of Meeting.....                      Venue.....

Minutes for Village level Child protection Committee

**Name of the person writing minutes of meeting:** .....

**Updates on previous issues raised and progress made:**

**Protection risk/ incident:**

**Progress made:**

**Further Recommendation:**

**Meeting Agenda for Today Meeting**

**Issues raised and discussed in today meeting**

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

**Who is at risk?** (Discuss about risk, when and why).

CPC Secretary.....

Chairperson.....

Meeting No.                      Date of Meeting.....                      Venue.....

**Capacity within the community:**  
(Discuss about the capacity within the CPC and community to minimize risk)

**Solutions proposed by child protection Committee:**  
(Write the alternatives discussed as solution and the final decision taken as measure minimize risk)

**Urgent follow up and action:**  
(Write about the role of CPC/Community Mobiliser/NGO role in followup to minimize risk)

**What was the issue of CP discussed by Community Mobiliser today:**  
(Discuss one issues of Child Protection with CPC to aware and sensitize them)

CPC Secretary.....

Chairperson.....

Meeting No.                      Date of Meeting.....                      Venue.....

No.	Name of Male Member present	Signature
1		
2		
3		
4		
5		
6		
7		
8		
	Name of member absent	Reason
1		
2		
3		

No.	Name of Women Member present	Signature
1		
2		
3		
4		
5		
6		
7		
8		
	Name of member absent	Reason
1		
2		
3		

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