Compendium for Stakeholders Working with Children in Need of Care and Protection
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Message from International Justice Mission

“There can be no keener revelation of a society’s soul than in the way it treats its children”.

-Nelson Mandela

It gives me immense joy to launch the Compendium for Stakeholders working with Children in Need of Care and Protection. This initiative reaffirms my belief that as a society we are taking the right step towards protection of vulnerable children. We are grateful to Prerana and Aarambh Bhopal for their enthusiastic support and partnership of this initiative. Their vision and input in the creation of the Compendium is truly commendable. Sincere thanks to Ms. Manisha Tulpule, Ms. Nilima Mehta and Ms. Alpa Vora for reviewing the document and providing expert advice in making this a compelling document.

This Compendium, which aims to assist the stakeholders working with children in need of care and protection, will serve as a best practices guide for cases related to Children in Need of Care and Protection in India. The Compendium is a collation of the best practice forms, templates and orders that are required to be made for every child produced before the Child Welfare Committee and for children who are placed at a Child Care Institution for short or long duration. The Compendium seeks to help standardise processes followed by the Child Welfare Committee and the Child Care Institutions working with them across India. It will also enable smoother coordination and convergence between Child Care Institutions, Non-Governmental Organisations and Government agencies working for the protection of child rights.

International Justice Mission once again congratulates Prerana and Aarambh Bhopal in taking this vital step to create this document that will ensure vulnerable children are protected and provided the best possible services towards their overall growth.

This is one step, amongst many more to come.

Sanjay Macwan
Regional Director, North
International Justice Mission India
Message from Prerana

With great hopes and happiness, we are releasing this Compendium in the service of children in need of care and protection and all the frontline duty bearers who work to protect them.

We believe that this document is a useful set of the sample formats for Orders and other relevant documents which are commonly required to be issued by the frontline functionaries for giving the required relief to a child in need of care and protection.

In the arena of Juvenile Justice, there are two major players; one the State running on its giant bureaucracy and second the Civil Society which provides innovations, spontaneity and service. The former goes by patterned administration best represented by forms and formalities. The latter is led by individuality of the client, urgency of providing the needed protection and relief to the child, the peculiarity and individuality of each child, and insistence on sensitivity in dealing with a child. The bureaucracy is aptly called as a pattern maintenance system since it is capable of running only on standard procedures and formats. In the arena of Juvenile Justice system, a rare cross breed of bureaucracy and civil society is attempted right from the Child Welfare Committee to the service providing sectors. In an evolving democracy and civilised society this trend must grow.

A child produced before the Juvenile Justice system endlessly suffers and faces trauma when this combination does not work in a completely frictionless manner. A standard bureaucracy operating all by itself follows forms and formalities but the above combination being new goes through several jolts and jerks in the absence of uniformity.

In Prerana, our ear is on the ground. That is our prime commitment in the service of children. When we worked closely in this arena with a dedicated partner, the International Justice Mission, we noticed that if a child in need of care and protection is to be given timely and optimum relief then there has to be standardization of the operating procedures, forms and formalities. While we are at awe to see the surge of civil initiative trying to reach out to a child in its unique way sometimes the lack of clarity, completeness and uniformity in the Orders and other letters issued by the stakeholders cause distress to the child and to those working to serve and protect the child. This Compendium is our small contribution to help improve this situation and achieve good governance.

We have created this compendium based on on-ground experiences and discussions with the wise and the unwise. At Prerana, we have always believed in socialising the positive intervention. This Compendium is not to be the final word or the best collection. We appeal to all the users to feel free to further contribute to keeping it relevant, useful and updated as and when there is need, opportunity and scope.

We thank everyone who helped us in this process.

Ms. Priti Patkar  
Mr. Pravin Patkar  
Ms. Kashina Kareem
Acknowledgment

It certainly took more than one person to create this Compendium and it is through the tireless efforts of everyone involved that has yielded in the successful compilation of it. We thank International Justice Mission and Prerana for giving us the opportunity to create and compile this compendium. The support and encouragement of Ms. Melissa Walavalkar, Mr. Yesudas Naidu, Mr. Pravin Patkar and Ms. Priti Patkar has been pivotal to the creation of this Compendium.

We are truly grateful to Shri. Pravin Ghuge Sir from the Maharashtra State Commission for Protection of Child Rights for his support, vision and dedication to the cause of child protection by launching a similar compendium in the State of Maharashtra which incorporates the Maharashtra State Juvenile Justice (Care and Protection of Children) Rules, 2018. His insight and support has been enormous and we are humbled by it.

We would like to thank the Child Welfare Committees for their valuable suggestions and for spending their precious time. We thank them for using the suggested forms and formats at the CWCs.

We are grateful for the contribution of Ms. Manisha Tulpule and Ms. Nilima Mehta for their detailed review and suggestions. Their recommendations have brought great insight to bettering the Compendium.

Ms. Alpa Vora of UNICEF has been a constant pillar of support and encouragement. Her insight and support to the creation of this Compendium and has helped in making this compendium better.

We thank Ms. Shalini Newbigging for her contribution to this Compendium, especially in the section dealing with counseling and mental well-being. Her insight through experience as a Counselor is highly valuable.

We acknowledge the commendable work of Ms. Walesa Barretto and Ms. Megha Gupta for their contribution towards the editing of the Compendium.

We would also like to take this opportunity to thank all the stakeholders working with children in need of care and protection. Your dedication and tireless work has been an inspiration to create this resource. We hope that through this Compendium we have been able to help in your work.

Advocate Kile D’Souza

Ms. Kashina Kareem
Preface

Like every human being, every child is bestowed with certain inalienable rights. While these rights are independent of the State and the primary agencies of socialization, many rights cannot be exercised without positive action on the part of the State and other primary agencies of socialization. The Juvenile Justice system is based upon this systematic arrangement for promoting, protecting and safeguarding the rights of children.

The Juvenile Justice (Care and Protection of Children) Act, 2015 consolidates the procedure relating to Children in Conflict with Law (CCL) and Children in Need of Care and Protection (CNCP), which in essence, involves catering to the basic needs of these children through agencies which offer proper care, protection, development and rehabilitation.

The Act makes provisions for the formation of:

a) **Juvenile Justice Boards (JJB)** for exercising the powers and discharging specific functions relating to Children in Conflict with Law (CCL)– Section 4.

b) **Child Welfare Committees (CWC)** to discharge the duties conferred upon them in relation to Children in Need of Care and Protection (CNCP). The Committee has the powers and functions relating to the care, protection, treatment, development and rehabilitation of such children– Section 27.

International Justice Mission (IJM) and Prerana through their long association and collaboration with various CWCs and Child Care Institutions (CCIs), have reached the conclusion that the efficiency of these State bodies can be boosted if equipped with some model casework forms and formats, ranging from State-issued, to others suitably modified without change in the content or the general sense, and others which act as suggestions.

There are several areas where we have noted the need for reform. For instance, the order meant to place a child in a facility is often interchangeably used for CCL and CNCP. Another example is that CCIs often use inconsistent formats for presenting reports to the CWC, without adherence to the prescribed State or Model Rules. There have also been instances where the CWC has had to handwrite certain Orders (as per the needs of the cases), and important information often goes unrecorded or misplaced in the process. It has also been noticed that Committees refer to previous case papers to make relevant Orders. Keeping this in mind, it was felt that a uniform set of Orders, considering all of the above information, could be used to ensure consistent and uniform procedures

When a child is produced before the CWC, the CWC must consider several factors which include:-

- determining if the child is a Child in Need of Care and Protection
- providing necessary emotional assistance
- conducting an inquiry into the family background
- determining the specific reason for which the child is produced before the CWC
- assessing the child's physical and psychological status
- awarding custody of the child or alternatively placement of a child in a CCI and other related factors. All decisions regarding the custody and discharge of the children are also made by the CWC.
The Juvenile Justice (Care and Protection of Children) Act 2015 ensures the involvement of the Police and the CCI in the protection and rehabilitation of the child. The police as the primary investigative agency plays an important role in the case of a CNCP. This compendium, therefore, aims to provide the police with a comprehensive knowledge of procedure and most viable practices as far as CNCPs are concerned. This will also help to ensure that the Special Juvenile Police Unit (SJPU) or the local police are aware of all the documents that are required and orders needed at the different stages of inquiry and post inquiry by the CWC.

Government and voluntary CCIs are important institutions that house these children for short and long terms. Their administration is governed by the provisions of the JJ Act and Model Rules. This Compendium seeks to ameliorate the document formats used by CCIs and suggest improved practices of dealing with CNCP.

Learning from these on-ground experiences, IJM and Prerana together decided that a compendium, which includes relevant forms, formats, orders, standard procedures and documents the best possible practices in their view, could be helpful to the community serving these children.

It may be noted that this compendium covers only the matters related with the child care institutions while CWCs actual work and the Orders are not limited to the compendium alone.

This Compendium does not advocate or imply that sending a CNCP to an institution is the only appropriate course of action the competent bodies should consider. There are several other options which are non-institutional in nature. However, this document is limited to the work of the CWCs in connection with the option of institutional placement of the child.

Advocate Kile D'Souza

Ms. Kashina Kareem
**LIST OF ABBREVIATIONS USED**

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<th>Abbreviation</th>
<th>Term</th>
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<td>CCI</td>
<td>Child Care Institution</td>
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<td>CWC</td>
<td>Child Welfare Committee</td>
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<tr>
<td>CWO</td>
<td>Child Welfare Officer</td>
</tr>
<tr>
<td>CNCP</td>
<td>Child/Children in Need of Care and Protection</td>
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<tr>
<td>CCL</td>
<td>Child/Children in Conflict with Law</td>
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<tr>
<td>JJB</td>
<td>Juvenile Justice Board</td>
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<td>JJ Act, 2015</td>
<td>Juvenile Justice (Care and Protection of Children) , 2015</td>
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<tr>
<td>POCSO</td>
<td>Protection of Children from Sexual Offences Act, 2012</td>
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<tr>
<td>NGO</td>
<td>Non-Government Organisations</td>
</tr>
<tr>
<td>SIR</td>
<td>Social Inquiry Report</td>
</tr>
<tr>
<td>PO</td>
<td>Probation Officer</td>
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<tr>
<td>SJPU</td>
<td>Special Juvenile Police Unit</td>
</tr>
<tr>
<td>DCPU</td>
<td>District Child Protection Unit</td>
</tr>
<tr>
<td>SCPU</td>
<td>State Child Protection Unit</td>
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Child Welfare Committee (CWC) – An Introduction
CHILD WELFARE COMMITTEE (CWC) - AN INTRODUCTION

Introduction:

The Child Welfare Committee (CWC) is one of the two important bodies appointed by the State Government under the Juvenile Justice (Care and Protection of Children) Act, 2015 and has the sole authority to take decisions on matters concerning Children in need of care and protection (CNCP). CWCs have been designated by law as the highest district-level authority to take decisions in relation to the care, protection, treatment, development and rehabilitation of CNCP.

Constitution:

The CWC consists of a Chairperson and four other members, of whom at least one is a woman and one an expert on matters concerning children. They function as a Bench and have the powers conferred by the Code of Criminal Procedure, 1973 on a Metropolitan Magistrate or, as the case may be, a Judicial Magistrate of First Class.

The decisions of the CWC are valid even when all the members are not present. However, at least three members must be present while finally disposing a case (giving final orders). If there is a difference of opinion between the members of the CWC, the majority opinion prevails. If there is no majority, the chairperson carries the deciding vote.

As per the Model Rules, the CWC is required to work for at least 28 days each month and conduct visits to CCIs which would count as CWC sittings.

Powers and Functions of the CWC:

The JJ Act as per Section 29 (1) empowers the CWC to be the final authority in disposing cases for the care, protection, treatment, development and rehabilitation of the children as well as to provide for their basic needs of care and protection.

Further, as per Section 27 (9) of the said Act, the CWCs are to function as a Bench of Magistrates. The judicial powers of the CWC have been discussed above. However, it is important to note that the CWC members hold this power only as a bench and not on an individual basis. CWCs should use their
discretion when addressing the unique circumstances of each child brought before them, to ensure that the concerned child receives adequate care, protection and/or rehabilitation.

**Some Important Functions of the CWC include**

- Reaching out to children needing care and protection, who are not in a position to get themselves produced before the CWC with support from the District Child Protection Unit (DCPU) or State Child Protection Unit (SCPU) or the State Government. They can do so using their Suo Motu cognizance as per Section 30(xii) of the JJ Act.

- Conducting necessary inquiries on all issues relating to and affecting the safety and well-being of the child.

- Gatekeeping and preventing unnecessary institutionalization of a child. As far as possible and when in the best interest of the child, preventing separation of the child from her/his family, by promoting family-based, non-institutional care.

- Directing the Child Welfare Officers (CWOs) or Probation Officers (POs) or DCPU or Non-Governmental Organisations (NGOs) to conduct a social inquiry and submit a report to the Committee.

- Ensuring an individual care plan for every child.

- Ensuring maintenance of records of every child.

- Ensuring necessary care and protection for the children, including non-institutional family based care such as sponsorship, foster-care, kinship care and if required, as a last resort, immediate shelter or institutionalization.

- Ensuring appropriate rehabilitation and restoration, including passing necessary directions to parents or guardians, fit persons or fit institutions in this regard.

- Follow-up and coordination with DCPU or State Adoption Resource Agency (SARA) and other agencies.

- Directing the Officer-in-charge of CCIs to receive children requiring shelter and care.

- Documenting and maintaining detailed case records along with a case summary of every case the CWC has dealt with.

- Providing a child-friendly environment for children and conducting sittings in a child friendly manner.
- Recommending ‘Fit Institutions’ to the State Government for the care and protection of children.
- Declaring ‘Fit Persons’ who are deemed fit to take care of CNCP.
- After due inquiry, where appropriate, declaring a child legally free for adoption.
- Keeping information and taking necessary follow-up action with regard to missing children in their jurisdiction.
- Maintaining contact with the Juvenile Justice Board regarding cases that need care and protection.
- Visiting each CCI where children are sent for care and protection or adoption at least once in three months to review the condition of children, with support of the State Government and suggest necessary action.
- Monitoring associations and agencies within their jurisdiction that deal with children to keep a check on the neglect, exploitation and abuse of children.
- Coordinating with the Police, Labour Department and other agencies involved in the care and protection of children with the support of DCPU or SCPU or State Government.
- Liaising and networking with NGOs and the Civil Society, including social inquiry, restoration and rehabilitation, as and when required.
- Maintaining a suggestion box to encourage inputs from children and adults alike and take necessary action.

**What orders can the CWC pass?**

Besides the final orders, the CWCs can also pass interim orders during the pendency of the inquiry to ensure a child’s welfare.

The interim orders can be passed to ensure that the children have a safe place to stay during pendency of inquiry along with other orders relating to the health and other needs of the child. Such an order may continue even after the inquiry is complete in case the CWC opines that the child is without adequate support.
Once the CWC has concluded that the child needs care and protection, it can pass a range of orders based on the Social Investigation Report (SIR) and keeping in mind the best interest of the child, such as:

- Send the child back to the parents or guardian with or without supervision.
- Send the child to CCIs like Children’s Home, ‘Fit Facility’ or Specialized Adoption Agency etc, if the child does not have a family or if it is not in the interest of the child to send him/her back to the family.
- Order a ‘Fit Person’ to take care of the child.
- Send the child to a foster family or place the child under sponsored care.
- Pass specific orders to people or institutions taking care of the children about addressing their medical and psychological needs.
- In case of children who are abandoned, orphaned or surrendered, the CWC has the power to them legally free for adoption. Such a decision must be supported by at least three members of the CWC.

**Who can produce a child before the CWC?**

Any CNCP may be produced before the CWC by any of the following persons, namely: -

- Any police officer / SJPU / Child Welfare Police Officer / DCPU,
- Any public servant,
- Childline Services or any Voluntary Organization or NGO, or agency recognized by the government,
- Child Welfare Officer or Probation Officer,
- Any social worker or a public-spirited citizen,
- The child himself, or
- Any nurse, doctor or management of a nursing home, hospital or maternity home.

**Important:**

- During an inquiry, if it is found that a child hails from a place outside the CWC jurisdiction, the CWC may order the transfer of the child to the CWC of that jurisdiction as soon as possible or after due inquiry send the child back to a relative who is fit and willing to receive the child (notwithstanding that such place of residence is outside the jurisdiction of the competent
authority). This should be done only if the CWC is convinced that it is in the best interest of the child.

- The CWC where the child is transferred will have the same powers in relation to the child as if the original order had been passed by itself in respect to any matter arising subsequently.
- In case of inter-state transfer, the child shall be handed over to the CWC of the home district of the child, or to the nearest CWC in the Home State.
- The CWC is empowered to give an Escort Order to the SJPU or the institution where the child is temporarily staying or the DCPU to provide an escort to accompany the child during travel.
- The Order of Transfer (i.e. Transfer of child between Children’s Homes or Special Homes or Fit Facility or Fit Person in different parts of India.) shall be made keeping in mind the best interest of the child.
- A child residing in a Children’s Home, at the time of restoration, may be permitted by the CWC to live with a willing parent or guardian or under supervision of any authorized person named in the Order.

**Some limitations to the powers of the CWC include:**

- CWC cannot issue final orders without a quorum of at least three members including Chairperson.
- CWCs do not have the jurisdiction to deal with Children in conflict with law.
- CWCs do not have the authority to declare an institution as ‘Fit Institutions’. It can only recommend an institution to be declared as a Fit Institution by the State Government.
- CWCs can only declare a child legally free for adoption. The subsequent legal process of adoption is the purview of the judiciary. The CWC does not have the power to directly place children in adoption centers.
- In cases of custodial conflict, CWCs cannot pass orders designating the child’s custody, the powers of which are vested with the judiciary. CWCs can only provide for the care and protection of the child in such matters.
- The CWC has jurisdiction only over CNCPs. The JJ Act, 2015, however, states that aftercare can be provided for a child till 21 years of age. This means that the aftercare of the child ceases to be the jurisdiction of a CWC after s/he crosses 18 years of age.
CHILD IS PRODUCED BEFORE THE CWC

CWC passes necessary orders in the best interest of the child and conducts inquiry in the matter.

CUSTODY TO FAMILY

Pending enquiry, the CWC may allow that the Child remain with biological family and the CWC passes orders for strengthening family in their care giving role through sponsorship, other measures including services of counselling, etc.

CUSTODY TO FIT PERSONS

Pending Enquiry, custody of the child can be given to Fit parents/guardians or persons by the CWC.

TRANSFER TO INSTITUTION

Pending enquiry, the Child should be transferred to an Institution if there is no fit person to take care of the Child.

ENQUIRY

The CWC conducts an enquiry under section 36 of the JJ Act 2015 and seeks a Social Investigation Report (SIR) during the enquiry period.

SUPPORT PERSON

If this a case where there are POCSO sections, a Support Person is appointed to help in rehabilitation and socio-legal support for the child.

SOCIAL INVESTIGATION & INDIVIDUAL CARE PLAN

The CWC must order for the Social Investigation Report. The CWO/PO must create an Individual Care Plan for the child and discuss the same with the CWC to take further steps for the rehabilitation of the child.

FINAL ORDER

Within 4 months from the first date of production of the child, the CWC passes the final order in the best interests of the Child. Incase the CWC is unable to reach a final order in 4 months, it should note the reasons for the same.
List of Best Practice CWC Orders /Formats
**LIST OF BEST PRACTICE CWC ORDERS /FORMATS**

When a child is produced before the CWC, the Committee must issue certain necessary Orders and directions for the child as per the Juvenile Justice (Care and Protection of Children) Act, 2015 and the subsequent JJ Rules.

The formats for the Orders produced below are created including best practices, compiled through the experiences of the social workers, legal advisors and experts, and the legal provisions as per the law. Most of these formats have been provided by the Model and State JJ Rules. Some of these Orders and formats, however, have been compiled by the creators of this Compendium through their considerable field experience working with the Juvenile Justice system. These orders are created to ensure that they are also easily understandable, clear and serve the purpose in the best way possible.

This Compendium aims to combine these formats with best practices to assist the CWC in making child friendly and legally valid Orders.

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<th>Timeline</th>
<th>Stage</th>
<th>Issued/Made by</th>
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<td>Issued by the CWC to the CCI for the placement of the child after production for safe custody</td>
<td>Production Stage (If CWC believes that the CNCP requires to be taken into safe custody)</td>
<td>CWC to CCI Superintendent</td>
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<td>b)</td>
<td>Order to send a Child (along with escort) to trace parents/guardians</td>
<td>During the inquiry stage, within 4 months from date of production</td>
<td>Inquiry Stage</td>
<td>CWC to CCI Superintendent/Police Station</td>
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<td>c)</td>
<td>Order for placement of a Child in a CCI</td>
<td>Issued by CWC after determining that the child needs continued institutional care</td>
<td>Final Order Stage</td>
<td>CWC to CCI Superintendent</td>
</tr>
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ORDER FOR ACCEPTING SAFE CUSTODY/THE PLACEMENT OF A CHILD IN A PLACE OF SAFETY AT TIME OF PRODUCTION

(Derived from Section 36 (1) of the JJ Act, 2015 and Rule 18 (4) of the Model JJ Rules, 2016)

Child Welfare Committee, ____________________

Date: ____________________  Admission Date: ____________________
PO/CWO Name: ____________________  Police Stn: ____________________
CWC Case No: ____________________

To,
The Superintendent,
____________________, (Name of Institution)
____________________. (Address)

Ref: Boy Child/Girl Child: ____________________

Whereas the above-mentioned Boy Child/Girl Child, age approx. ________ has been produced before the CWC and it is pertinent for the child to be taken into safe custody, it is hereby ordered that the said child be taken into safe custody as per the Juvenile Justice (Care and Protection of Children) Act, 2015 and subsequent Rules. The child is to be kept in safe custody till/case adjourned till ________________

Given under the hand and the seal of
Child Welfare Committee ____________________.
Dated ________________

Signature of Chairperson & Members

Encl: Copy of the orders, particulars of home and previous record, case history and individual care plan, as applicable.
ORDER TO SEND CHILD (ALONG WITH ESCORT) TO TRACE PARENTS/GUARDIAN

Child Welfare Committee, ______________________
(Derived from Section 36 of the JJ Act, 2015 and Rule 82 (4) of the Model JJ Rules)

Date: ___________________________ Admission Date: ___________________________
PO/CWO Name: ___________________________ Police Stn: ___________________________
CWC Case No: ___________________________

To,
The Superintendent,
_____________________, (Name of Institution)
_____________________. (Address)

Ref: Boy Child/Girl Child: ___________________________

The above-mentioned Boy Child/Girl Child is hereby been ordered to be sent with W.P.C. No. ____________________ attached to SJPU/ ____________________ Police Station (and a social worker) for tracing his/her parents. Boy Child; Girl Child is to be brought back before ________ pm on or before _______ with proper escort.

Case Adj. till ________________

Given under the hand and the seal of
Child Welfare Committee _______________________.
Dated _______________________

Signature of Chairperson & Members

CC:
1. The concerned Police Station or SJPU
ORDER FOR PLACEMENT OF A CHILD IN A CCI
(Derived from Section 36 of the JJ Act, 2015 and Rules 18 (5), 18 (9) and 19 (26) of the Model JJ Rules, 2016)

Child Welfare Committee, ________________

Date: ___________________________  Admission Date: ___________________________
PO/CWO Name: ___________________________  Police Stn: ___________________________
CWC Case No. : ___________________________

To,

The Superintendent,

___________________________, (Name of Institution)
___________________________, (Address)

Ref: Boy Child/Girl Child: ___________________________

Whereas the above mentioned Boy/Girl Child aged ______, son/daughter of ________________
___________________________ residing at ____________________________________________________ being in
need of care and protection under the Juvenile Justice (Care and Protection) Act 2015 is ordered by
the Child Welfare Committee ________________________, to be kept in the Children’s Home
____________________ for a period of/till ________________.

This is to authorize and require you to receive the said child in your charge, and to keep
him/her in the Children’s Home __________________ for the aforesaid order to be carried into
execution according to law. The concerned official shall upload the details in case of an orphan or
abandoned child in the Track Child/ relevant Web Portal.

Next Date of case: ___________________________

Given under the hand and the seal of
Child Welfare Committee ________________________.
Dated ___________________________

Signature of Chairperson & Members

Encl: Copy of the orders, particulars of home and previous record, case history and
individual care plan, as applicable.
ORDER FOR PLACEMENT OF A CHILD UNDER THE CARE OF PARENT, GUARDIAN OR FIT PERSON PENDING INQUIRY
(Derived from Section 36 (1) of the JJ Act, 2015 & Rule 25 (2) of the Model JJ Rules, 2016)

Child Welfare Committee, __________________________

Date: __________________________          Admission Date: __________________________
PO/CWO Name: __________________________       Police Stn: __________________________
CWC Case No. : __________________________

Ref: Boy Child/Girl Child: __________________________

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

Reason for the child being produced before the Child Welfare Committee __________________________

________________________________________________________________________

________________________________________________________________________

It is hereby ordered that the said child be placed under the supervision of __________________________ (name) for a period of __________________________.

This shall be subject to the following conditions that:

1. The child along with the copies of the order and the bond/undertaking, if any, executed by the said __________________________ shall be produced before the Committee as and when required by the person executing the bond.
2. The child shall reside at the above mentioned address for a period of __________________________ (duration)
3. The child shall not be allowed to quit the district jurisdiction of __________________________ without the permission of the Committee.
4. The child shall go to school/ vocational training centre regularly. The child shall attend ____________________________ (name of) school/ vocational training centre (if already identified) at ____________________________ (address of school/ vocational training centre).

5. The person under whose care the child is placed shall arrange for the proper care, education and welfare of the child.

6. The child shall not be allowed to associate with undesirable characters and shall be prevented from coming in conflict with law.

7. The child shall be prevented from taking narcotic drugs or psychotropic substances or any other intoxicants.

8. The directions given by the Committee from time to time, for the due observance of the conditions mentioned above, shall be carried out.

9. ____________________________________________________________________________
   ____________________________________________________________________________
   (Any other conditions that the CWC would like to add)

Given under the hand and the seal of
Child Welfare Committee _______________
Dated this _______________

Signature of Chairperson & Members

• Additional conditions, if any may be inserted by the Child Welfare Committee
UNDEARTAKING TO BE SUBMITTED BY FIT PERSON WHILE TAKING CUSTODY OF A CHILD

(Derived from Rule 18(8) and 19 (7) of the Model JJ Rules, 2016)

Child Welfare Committee, ________________

I, __________________________ (name) age (approximate) ____________

residents of __________________________________________________________

____________________________________ having mobile no. ______________________

do hereby declare that I am willing to take charge of ________________ (name of the child)

aged ______ under the orders of the Child Welfare Committee ________________ (location)

subject to the following terms and conditions:

1. If his/her conduct is unsatisfactory I shall inform the Committee immediately.

2. I shall do my best for the welfare and education of the said child as long as he/she remains in my charge and shall make proper provision for his/her maintenance. in the spirit of the principles of the Juvenile Justice (Care and Protection of Children) Act, 2015.

3. In the event of his/her illness, he/she shall have proper medical attention in the nearest hospital.

4. I agree to adhere to the conditions that may be imposed by the Committee from time to time and to keep the Committee informed about the compliance with the conditions.

5. I undertake to produce him/her before the Committee as and when required.

6. I shall inform the Committee immediately if the child goes out of my charge or control.

7. I shall co-operate with the support person/persons assigned to conduct follow-up and be present when supposed to before the Committee.
8. (Additional terms can be added as per the discretion of the CWC in the best interest of the CNCP)

_________________________________________________________________

_________________________________________________________________

1. The above contents are true and correct. The terms have been explained to me in __________ (language understood by the person taking custody)

Dated this ________ day of __________

(Thumbprint or Signature of Person)

Signed before us,

Signature of Chairperson & Members
ORDER FOR FOLLOW UP AFTER CUSTODY OF CHILD IS GIVEN TO FIT PERSON

(Derived from Section 37 (b) of the JJ Act, 2015 & Rules 19 (18) of the Model JJ Rules, 2016)

Child Welfare Committee, ________________

Date: ____________________ Admission Date: ____________________

PO/CWO Name: ____________________ Police Stn: ____________________

CWC Case No. : ____________________

To,
The Child Welfare Officer/Probation Officer/Social worker/Case worker,
______________, (Name of CCI/Institution/Organisation)
______________. (Address)

Ref: Boy Child/Girl Child: ________________________________

The above mentioned Boy child/girl child is a child in need of care and protection and the custody of the child is to be given to _____________________ (name of fit parent/guardian or person) residing at  __________________________________________________________

____________________________________________________________________

You are hereby directed to conduct follow up for the child and submit the report of the same not less than one month from the today and thereafter once every month for the first six month and thereafter every three months for a minimum of one year or till such time as this Committee deems fit.

Case Adj. till ________________

Given under the hand and the seal of
Child Welfare Committee ____________________.
Dated ____________________

Signature of Chairperson & Members
ORDER FOR MEDICAL EXAMINATION/AGE VERIFICATION OF A CHILD

(Derived from Section 29 of the JJ Act, 2015 & Rules 18 (6) of the Model JJ Rules, 2016)

Child Welfare Committee, ________________

Date: ____________________________  Admission Date: ____________________________
PO/CWO Name: ____________________________  Police Stn: ____________________________
CWC Case No.: ____________________________

To,
The Medical Officer,
______________ Hospital, (Name of Hospital)
______________ (Address)
______________ (Address)

Ref:  Boy Child/Girl Child: ____________________________

We hereby order complete Medical Examination/ Age Verification / X-RAY / IQ test / Gynecological Examination /STI-STD / HIV-AIDS test to be done for the above mentioned Boy/Girl Child and for the medical reports to be given at the earliest. The child will be escorted by a Women Police Personnel and ____________________________. (CWC to decide on case to case basis on who should accompany the child) The Boy/Girl Child is to be sent for medical examination on or before the ________________

Case Adj. till ________________

Given under the hand and the seal of
Child Welfare Committee ____________________________.
Dated ____________________________

Signature of Chairperson & Members
Note:

- In case of doubt regarding the child’s age, the CWC should verify the date of birth on the birth certificate from school, birth certificate from the corporation / municipal authority / panchayat, and in the absence of either of these documents, pass an order for an ossification/age determination test. (Section 94 of the JJ Act)

- In the event that an age related document is produced by the parents/guardians during the inquiry stage and after the age verification has been conducted, it is seen as a best practice to direct the Police to verify the authenticity of the documents produced.

- The JJ ACT does not list the UID/Aadhar Card as one of the documents to be considered for determining the age yet. And thus, Aadhar Card cannot be used as a document to substantiate the age of a child.
ORDER FOR DISCHARGE-CUM-RESTORATION OF A CHILD FROM THE CCI

(Derived from Section 40(3) of the JJ Act, 2015 & Rule 79 of the Model JJ Rules, 2016)

Child Welfare Committee, ________________

Date: __________________ Admission Date: __________________
PO/CWO Name: __________________ Police Stn: __________________
CWC Case No.: __________________

To,
The Superintendent,
______________, (Name of Institution)
______________. (Address)

Ref: Boy Child/Girl Child: ________________________________

Whereas Boy child/ Girl Child ________________________________ son/ daughter, age ______ (approx.) who was ordered to be placed in __________________________ Children’s Home by the Child Welfare Committee - __________________________ under the Juvenile Justice (Care and Protection of Children) Act 2015, is directed to be discharged from the said institution and supervision and the authority of ____________________________ (person’s/institution’s name) as ____________________________

_________________________________________________________________

(add reasons). This order is granted subject to the conditions as per the undertaking taken, upon the breach of any of which it shall be liable to be revoked.

Given under the hand and the seal of
Child Welfare Committee ________________
Dated ________________

Signature of Chairperson & Members
Note:

- Ensure proper verification of documents of person to whom child is being discharged to.

- Ensure that the Social Investigation is conducted before discharge of the child.

- That the CWC hears the opinion of the Child before passing the final order.
ORDER FOR SUMMONS OF A PERSON IN THE CASE OF A CNCP
(Power u/s 27 (9) and 31 of the JJ Act, 2015)

Child Welfare Committee, ________________

Date: ________________________________ Admission Date: ________________________________

PO/CWO Name: ________________________________ Police Stn: ________________________________

CWC Case No.: ________________________________

To,

_____________ (Name),
_____________ (Designation and Institution),
_____________ (Address).

Ref: Boy Child/Girl Child: ________________________________

You are hereby summoned to appear before the Child Welfare Committee -
____________________ (location) on ________________ (date) at ________ am/pm (time) to
testify/give your say in the matter of the above mentioned child in need of care and protection. You
are to be present at the said time and place with all the relevant documents and papers relating to the
case in your possession.

Given under the hand and the seal of
Child Welfare Committee ________________________________
Dated ________________________________.

Signature of Chairperson & Members
ORDER FOR SUMMONS FOR PRODUCTION OF A CHILD BEFORE THE CWC
(Power u/s 27(9) and 31 of the JJ Act, 2015)

Child Welfare Committee, ________________

Date:                                Admission Date:
PO/CWO Name:                         Police Stn:
CWC Case No. :

To,
_____________, (Name)
_____________, (Designation and Name of Institution)
_____________. (Address)

Ref:  Boy Child/Girl Child: ________________________________

Whereas it has been informed to the Child Welfare Committee, _____________ that Boy Child/Girl Child __________________________ aged ______ (approx.) is a vulnerable child and may be a child in need of care and protection, you are therefore directed to appear before the Child Welfare Committee - ______________________ (location) on ________________ at _____________ am/pm with the above mentioned child. You are also to be present at the said time and place with all the relevant documents and papers relating to the case in your possession.

Given under the hand and the seal of
Child Welfare Committee __________
Dated _______________

Signature of Chairperson & Members

Note:

Under section 30 (xii) of the JJ Act, the CWC can take suo motu cognizance of a case and in cases where the safety of the child is in question, can direct the Police to produce the child.
ORDER FOR A CHILD TO BE TRANSFERRED FROM ONE CCI TO ANOTHER CCI
(Derived from Section 95 of the JJ Act, 2015 and Rule 82 (4) of the Model JJ Rules, 2016)

Child Welfare Committee, ______________________

Date: ______________________  Admission Date: ______________________
PO/CWO Name: ______________________  Police Stn: ______________________
CWC Case No.: ______________________

Type: Child Labour/Begging/Trafficking/POCSO/Missing/Other _____________

To,
The Superintendent, ______________________
______________, (Name of Institution)
______________ (Address)
______________ (Address)

Ref: Boy Child/Girl Child ______________________

Whereas it has been found during inquiry, that it is in the best interest of the child to transfer him/her to ______________________ Children’s Home/ Institution for his or her future rehabilitation, it is hereby ordered that Boy/Girl Child ______________________ aged _______ be transferred under supervision of a proper police / recognized NGO escort to the Children’s Home/ Institution for the future rehabilitation of the child. The said Child is to be produced before the nearest CWC for all future orders.

Pending transfer, the said Boy/Girl Child shall remain in ______________________ Children’s Home. The State/District Child Protection Unit, or Police Department and recognized NGOs/ Childline shall positively make immediate arrangement in not less than 15 days from the date of receipt of this order by him/her and transfer the said Boy/Girl Child.
Given under the hand and the seal of
Child Welfare Committee __________________
Dated __________________

Signature of Chairperson & Members

Copy to:

1. Local Police or SJPU
2. Superintendent of the Child care institution from where the child is being transferred

Attached:

1. Case file of the Child (FIR, Medical Report, PO Report, Statement of the child)
2. Social Investigation Report
3. Latest Individual Care Plan
4. Escort Order copy

Note:

➤ Vacancy letter of the Shelter Home to whom the Child is being transferred to must be procured before transferring the Child

➤ If Child is within the jurisdiction of the said CWC, same order can be used except for the part ‘The said Child is to be produced before the nearest CWC for all future orders.’
ORDER FOR CHILD TO BE TRANSFERRED TO THE CWC OF ANOTHER JURISDICTION

(Derived from Section 95 of the JJ Act, 2015 and Rule 82 (4) of the Model JJ Rules, 2016)

Child Welfare Committee, __________________________

Date: ________________ Admission Date: ________________
PO/CWO Name: __________________________ Police Stn: __________________________
CWC Case No.: __________________________ Type of Case: Trafficking/POCSO/Missing/Begging/Other

To,
The Chairperson,
______________________, (Name, Location of CWC)
______________________ (Address)
______________________ (Address)

Ref: Boy Child: Girl Child: __________________________

Whereas it has been found during inquiry, that it is in the best interest of the child to transfer him/her to ____________ Children’s Home/Institution for his or her future rehabilitation, it is hereby ordered that Boy/Girl Child __________________________ aged ______ approx. be transferred under supervision of a proper police/recognized NGO escort to be produced before the Child Welfare Committee, ________________ (name of CWC where child is being transferred) for all future orders of the child for his/her rehabilitation and care.

Pending transfer, the said Boy/Girl Child shall remain in ____________ Children’s Home. The State/District Child Protection Unit, or Police Department and recognized NGOs/Childline shall positively make immediate arrangement in not less than 15 days from the date of receipt of this order by him and transfer the said Boy/Girl Child.
Given under the hand and the seal of
Child Welfare Committee _______________
Dated ________________

Signature of Chairperson & Members

Copy to:

1. Local Police or SJPU
2. Superintendent of the Child care institution from where the child is being transferred

Attached:

1. Case file of the Child (FIR, Medical Report, PO Report, Statement of the child)
2. Social Investigation Report
3. Latest Individual Care Plan
4. Escort Order copy
ORDER FOR A CHILD TO BE ESCORTED
(Derived from Section 95 (2) of the JJ Act, 2015, Rule 82 (4) of the Model Rules,)
Child Welfare Committee, ______________________

Case No.____________________

In the matter of Boy/Girl Child __________________________

Aged about______ year taken______

The Parents of the Boy/Girl child are reported to be residing at ________________________________

______________________________________________

_____________________________________________________________________

He/She therefore be sent under supervision of a proper police / recognized nongovernmental organization escort to the __________________________

_____________________________________________________________________

_____________________________________________________________________

For tracing and for handing over to the parents or close relatives of the said Boy Child/Girl Child residing at the aforesaid address or at other Place which may be shown by the Child, if no such parents or relative are traced or if traced but they are unwilling to take charge of the Boy/girl be kept in the custody of the Superintendent ________________Children’s Home/ Place of Safety/ Observation Homes at ______________________________________

_____________________________________________________________________

of the said district 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/ Place of Safety/ Observation Homes, residing at present at _________________________________. The State/District Child Protection Unit, or Police Department and recognized Nongovernmental 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.
Given under the hand and the seal of
Child Welfare Committee _______________
Dated ________________

**Signature of Chairperson & Members**

**Copy to:**

1. The Person in charge, Child Care Institution.

2. The District Child Protection Unit or non-governmental organization or Childline

**Ref.:**

1. Order of admission of minor.______________ (name) born on ________________ Profile /Case No. ________________
ORDER FOR A CHILD TO BE ESCORTED FOR OTHER PURPOSES
(Derived from Section 95 of the JJ Act, 2015, Rule 82 (4) of the Model JJ Rules, 2016)

Child Welfare Committee, _______________________

Date: ___________________________ Admission Date: ___________________________
PO/CWO Name: ______________________ Police Stn: ___________________________
CWC Case No. : _______________________

To,
______________, (Name)
______________, (Designation, Police Station)
______________. (Address)

Ref:  Boy child: Girl Child: ___________________________

Boy/Girl Child ___________________________ aged _______ approx. is a child in need of care and protection & is under the safe custody of the Child Welfare Committee. As informed by the report of the Child Welfare Officer/Probation Officer, the said Child has ____________________________________________ (insert reasons). Thus, in the best interests of the child, he/ she therefore be sent under supervision of a proper police / recognized NGO escort to ___________________________ for ___________________________ duly escorted.

Pending escort, the said Boy/Girl Child shall remain in ___________________________ Child Care Institution. The State/District Child Protection Unit, or Police Department and recognized NGOs/Childline shall positively make immediate arrangement in not less than 15 days from the date of receipt of this order by him/her and send the said Boy/Girl Child for the above mentioned purpose.
Given under the hand and the seal of
Child Welfare Committee ______________
Dated______________

Signature of Chairperson & Members

Copy to:
1. The Person in charge, Child Care Institution.
2. The District Child Protection Unit or non-governmental organization or Childline

Ref.:
1. Order of admission of minor _________ dated _______ Profile/Case No _________
ORDER OF AFTER-CARE PLACEMENT OF A CHILD
(Derived from Section 46 of the JJ Act, 2015 & Rule 25 (2) of the Model JJ Rules, 2016)

Child Welfare Committee, __________________

Date: ________________  Admission Date: ________________
PO/CWO Name: ___________________  Police Stn: ___________________
CWC Case No. : ___________________

Ref:  Boy Child: Girl Child: _____________________________

The child (name) __________________________ daughter of or son of ___________________
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 and
specifically for __________________________ (specify the purpose). She/He is placed in __________________________
(name of organization) situated at __________________________ (address)

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 yearly report on the status of the
child/youth to the Child Welfare Committee.

The State/ District Child Protection Unit is hereby directed to release Rs. _____________ per month
towards aftercare support to the said person for a period of ____________ (days/month) and carryout
necessary follow up and for the said purpose shall open a bank account in the name of the person
__________________________

Signature of Chairperson & Members

CC: State/ District Child Protection Unit or concerned Department of the State Government.
RENEWAL ORDER OF PLACEMENT OF A CHILD IN A CCI

(U/s 39 (3) of the Juvenile Justice (Care and Protection of Children) Act, 2015)

Child Welfare Committee, ______________

Date: ___________________ Admission Date: ___________________
Probation Officer: ______________ Police. Stn: ______________
CWC Case. No.: ___________________

To,
The Superintendent, _______________

_____________________

Ref: B/C: G/C: __________________________

Whereas the above mentioned B/C: G/C aged _________, son/daughter of ___________________________ residing at ___________________________
being a child in need of care and protection under the Juvenile Justice (Care and Protection) Act 2015 is hereby ordered by the Child Welfare Committee, Mumbai Suburban to be kept in your Children’s Home ___________ for a period of/till ___________

This is to authorize and require you to receive the said child in your charge, and to keep him/her in your Children’s Home for the aforesaid order to be carried into execution according to law. The concerned official shall upload the details in case of an orphan or abandoned child in the TrackChild/ relevant Web Portal, if not done yet.

Next Date of case: ..............................

Given under the hand and the seal of
Child Welfare Committee ________________
This ............... day of ................................

Signature of Chairperson & Members
While working with the Juvenile Justice System, the stakeholders are expected to abide by the procedures laid down by the law. Further, the JJ Rules make the execution of these procedures simpler. While working with the Child Welfare Committee and other stakeholders on the ground, we have come up formats of directions, letter and forms, incorporating best practices that are needed from time to time when working with Children in Need of Care and Protection. This is not to say that the list below is exhaustive, but, will definitely be helpful in managing cases.

<table>
<thead>
<tr>
<th>S.R. No.</th>
<th>Form/Order</th>
<th>Timeline</th>
<th>Stage</th>
<th>Issued/Made by</th>
</tr>
</thead>
<tbody>
<tr>
<td>a.</td>
<td>Report to be submitted at time of production of a Child before the CWC</td>
<td>To be submitted at the time of producing the child by the stakeholder to the CWC</td>
<td>Production Stage</td>
<td>Persons producing the child to the CWC</td>
</tr>
<tr>
<td>b.</td>
<td>Case Summary Checklist &amp; Monitoring Sheet</td>
<td>To be maintained by the CWC for every CNCP</td>
<td>Through the term of the case</td>
<td>To be filled and maintained by CWC</td>
</tr>
<tr>
<td>c.</td>
<td>Social Investigation Report (SIR)</td>
<td>To be prepared by assigned stakeholder and to be submitted to CWC</td>
<td>Inquiry Stage</td>
<td>To be filled by assigned stakeholder and submitted to the CWC within 15 days from date of order</td>
</tr>
<tr>
<td>d.</td>
<td>Appointment of a support person for a victim under the Protection of Children from Sexual Offences Rules, 2012 (POCSO) (Only to be made if case has POCSO sections in the FIR)</td>
<td>Can be appointed at any time for the victim</td>
<td>Production/Inquiry Stage</td>
<td>Issued by CWC to concerned person under the POCSO Act</td>
</tr>
</tbody>
</table>

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<table>
<thead>
<tr>
<th></th>
<th>Direction for Social Investigation Report (SIR) of a CNCP</th>
<th>During the first 4 months before final order</th>
<th>Inquiry Stage</th>
<th>Issued by CWC to concerned Officer/NGO etc. and report to be submitted within 15 days from date of order</th>
</tr>
</thead>
<tbody>
<tr>
<td>f.</td>
<td>Direction to the police to file an FIR in a case</td>
<td>During any period</td>
<td>At the time when such information comes to the knowledge of the CWC</td>
<td>Directed by CWC to concerned Police Station</td>
</tr>
<tr>
<td>g.</td>
<td>Direction to provide police escort for a Child</td>
<td>As required</td>
<td>At the time when the Escort is necessary for the child</td>
<td>Directed by CWC to concerned Police Station</td>
</tr>
<tr>
<td>h.</td>
<td>Letter to a publication in case of disclosure of identity of a CNCP</td>
<td>As soon as it is brought to the notice of the CWC that the identity of a CNCP is disclosed in any published newspaper or magazine</td>
<td>At any stage that the CWC is intimated about this</td>
<td>Directed by CWC to the Publisher</td>
</tr>
<tr>
<td>i.</td>
<td>Permission for temporary absence of a Child from CCI</td>
<td>If the case arises</td>
<td>On report of the PO</td>
<td>Permitted by CWC and addressed to Shelter Home</td>
</tr>
</tbody>
</table>
REPORT TO BE SUBMITTED AT TIME OF PRODUCTION OF A CHILD BEFORE THE CWC

(Derived from Rules 18(2) & 19(25) of the Juvenile Justice Model Rules, 2016 and best practice)

Case No ______________
Produced before the Child Welfare Committee, ______________
Date of production ______________
Time of production ______________
Place of production ______________

1. Details of person who is producing the child:
   (i) Name of the person ______________
   (ii) Specify relationship with child, if any ______________
   (iii) Reasons for production
       ________________________________________________________________
       ________________________________________________________________
       ________________________________________________________________
   (iv) Age ______________
   (v) Sex Male/Female/Other
   (vi) Address ________________________________________________________
       ________________________________________________________________
   (vii) Contact number ______________
   (viii) Occupation/ designation ______________
   (ix) Name of the organization/police station ______________

2. The child who is being produced:
   (i) Name (if known) ______________
   (ii) Age (stated age/ age based on appearance) ______________
   (iii) Sex ______________
   (iv) Identity mark/s ______________
   (v) Language used by the child ______________
   (vi) Education of the child (if known) ______________

3. Details of parents / guardians (if available):
   (i) Name (father and mother) _______________________________________
   (ii) Age of parents/ guardians ______________
   (iii) Address _______________________________________________________
       ________________________________________________________________
   (iv) Contact number ______________
   (iii) Occupation ______________
4. Place where the child was found

________________________________________________________

5. The details of the person (if any) with whom the child was found:
   i. Name ______________________
   ii. Age ______________________
   iii. Address ______________________

   iv. Contact number ______________________
   v. Occupation ______________________

6. When the child is being accompanied by parent/s/relative/neighbor

   • Name of the person producing the child: ______________________
   • Age: __________
   • Sex: __________
   • Occupation __________
   • Income __________
   • Marital status: __________
   • Address:

   • Relationship with the child ______________________
   • Reason for producing the child:

   • Duration for which the child is in her/his custody ______________________

7. Circumstances under which the child was found ______________________

   • ______________________
   • ______________________

8. Allegation by the child of any offence/abuse committed on the child in any manner

   • ______________________
   • ______________________

9. Physical condition of the child ______________________

10. Belongings of the child at the time of production ______________________
11. Date and time at which the child came to the CCI

______________________________________________________________

12. Any immediate efforts made to trace family of the child __________________________

_______________________________________________

13. Medical treatment, if provided to the child ________________________________

______________________________________________________________

14. Whether police have been informed: Yes/No

Signature/ Thumb impression of the child

Signature/ Thumb impression of the person who produced the child
CASE SUMMARY CHECKLIST & MONITORING SHEET
(To be maintained by the CWC for each case)
(Derived from Rule 17 (1) (i) & Rule 20 (i) of the Juvenile Justice Model Rules, 2016)

Case No ______________
In Re ________________
Police Station ____________
FIR no _________________

Case Details:
1. Name of the child ____________________________________________
2. Father’s/Mother’s/Guardian’s name (if known) ______________________
3. Date of production of the child_____________________
4. Time of production of the child _____________________
5. Name of person producing the child __________________

PLACEMENT OF CHILD
6. i) In Children’s Home ________________________________________
    ii) Sent under supervision with undertaking with ____________________________
        (name and relation of fit person/institution)
7. Child placed from ___________ to ____________
8. A list of all follow up dates (of the child, before the Committee)
    _____________________________________________________________
    _____________________________________________________________
    _____________________________________________________________
9. Documents (tick as applicable)
   (i) FIR
   (ii) Police Report
   (iii) Medical Examination Report/Gynecological Report
   (iv) PO/CWO Report
   (v) Police IO Evidence or Statement
10. Orders passed by the CWC (tick as applicable)
   (i) Tracing Memo/Order
   (ii) Safe Custody Order
   (iii) Declaration that child needs care and protection.
   (iv) Finding on age of child
   (v) Medical Examination
   (vi) Interim custody
   (vii) Undertaking (by parent, guardian or fit person, if applicable)
   (viii) Order appointing Case Worker & NGO etc.
   (ix) Order for compensation/recovery of wages (if applicable)
   (x) Transfer order
   (xi) Final Order (concluding inquiry)
   (xii) Any other order

11. Medical Records including but not limited to age verification

AGE DETERMINATION

12. Age on the Date of offence

13. Date of age Determination

14. Time taken for age determination

15. Determination by Committee

16. Evidence Relied:
   i) Documents
   ii) Medical Report

17. Date of Medical Examination under section 54 Cr.P.C. (if any)
STEPS TO BE TAKEN

18. Age Determination ____________________________ (date)
19. Social Investigation Report ______________________ (date)
20. Statement of Child ____________________________ (date)
21. Individual Care Plan __________________________ (date)
22. Rehabilitation Card __________________________ (date)
23. Case History _________________________________ (date)
24. All details, documents and records with regards to Sponsorship/Foster Care/Adoption services (if applicable).
25. Any other documents

__________________________________________________

Date:
Place:
SOCIAL INVESTIGATION REPORT

(Derived from sections 8(3) (e), 13(1) (ii) of JJ Act 2015 & Rules 8 (1) & Rule 8 (5) of Model Rules, 2016)

Social Investigation No. ________________
Produced before the Child Welfare Committee ________________ (location)
CWC Case No ____________
Social Investigation Report Prepared by: Child Welfare Officer/ Social Worker/Case Worker/ Person in-charge of Home/ representative of Non- Governmental Organization /DCPU
FIR/CR No _____________________
Under Sections _____________________
Police Station ________________
Date & Time _____________________
Name of Investigating Officer __________________________
Name of CWPO ______________________________

Details of child in need of care and protection:

1. Name ___________________________________
2. Age/Date/Year of birth __________________________
3. Gender: Male/Female/Other
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:   Yes/ No
   (i) Hearing impairment
   (ii) Speech impairment
   (iii) Physically disabled
   (iv) Mentally disabled
   (v) Others (please specify)  

14. Family Details:

<table>
<thead>
<tr>
<th>S.No.</th>
<th>Name and Relationship</th>
<th>Age</th>
<th>Sex</th>
<th>Education</th>
<th>Occupation</th>
<th>Income</th>
<th>Health status</th>
<th>History of Mental Illness (if any)</th>
<th>Addictions (if any)</th>
</tr>
</thead>
<tbody>
<tr>
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</tr>
</tbody>
</table>
15. Relationship among the family members:

<table>
<thead>
<tr>
<th>Relationship</th>
<th>Cordial/ Non cordial/ Not known</th>
</tr>
</thead>
<tbody>
<tr>
<td>Father and mother</td>
<td>Cordial/ Non cordial/ Not known</td>
</tr>
<tr>
<td>Father and child</td>
<td>Cordial/ Non cordial/ Not known</td>
</tr>
<tr>
<td>Mother and child</td>
<td>Cordial/ Non cordial/ Not known</td>
</tr>
<tr>
<td>Father and siblings</td>
<td>Cordial/ Non cordial/ Not known</td>
</tr>
<tr>
<td>Mother and siblings</td>
<td>Cordial/ Non cordial/ Not known</td>
</tr>
<tr>
<td>Child and siblings</td>
<td>Cordial/ Non cordial/ Not known</td>
</tr>
<tr>
<td>Child and relative</td>
<td>Cordial/ Non cordial/ Not known</td>
</tr>
</tbody>
</table>

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

_______________________________________________________
_______________________________________________________
_______________________________________________________

17. Reasons for the child leaving home

_______________________________________________________
_______________________________________________________

18. Whether there is a history of involvement of family members in offences, if any

_______________________________________________________
_______________________________________________________
_______________________________________________________

19. Attitude towards religion

_______________________________________________________

20. Present living conditions

_______________________________________________________
_______________________________________________________
21. Other factors of importance if any

_______________________________________________________

_______________________________________________________

_______________________________________________________

22. Habits of the child

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

23. Extra-curricular interests

_______________________________________________________

24. Outstanding characteristics and personality traits

_______________________________________________________

25. The details of education of the child:

   (i) Illiterate
   (ii) Studied up to V Standard
   (iii) Studied above V Standard but below VIII Standard
   (iv) Studied above VIII Standard but below X Standard
   (v) Studied above X Standard
   (vi) Studied till ____________

26. The details of the school in which studied last:
(i) Corporation/Municipal/Panchayat  
(iii) Private management  
(iv) School under National Child Labour Project  

27. Attitude of class mates towards the child ________________________________  

28. Attitude of teachers and classmates towards the child ___________________  

29. The reason for leaving School  

   (i) Unable to complete/clear previous class  
   (ii) Lack of interest in the school activities  
   (iii) Indifferent attitude of the teachers  
   (iv) Peer pressure  
   (v) To earn and support the family  
   (vi) Sudden demise of parents  
   (vii) Bullying in school  
   (viii) Rigid school atmosphere  
   (ix) Absenteeism followed by running away from school  
   (x) No age appropriate school nearby  
   (xi) Abuse in school  
   (xii) Humiliation in school  
   (xiii) Corporal punishment  
   (xiv) Medium of instruction  
   (xv) Others (please specify)  

30. Vocational Training Details, if any_________________________________________  
31. Employment Details, if any ________________________________________________  
32. Details of income utilization  

_______________________________________________________  
_______________________________________________________  

33. Work record (reasons for leaving vocational interests, attitude towards job or employers) __________________________________________________________
34. Majority of the friends are (tick as applicable)

(i) Educated  
(ii) Illiterate  
(iii) The same age group  
(iv) Older in age  
(v) Younger in age  
(vi) Same sex  
(vii) Opposite sex  
(viii) Addicts  
(ix) With criminal background

35. Observation about neighbourhood (to assess the influence of neighbourhood on the child)

____________________________________________________________________________________

36. Mental condition of the child: (Present and past)

____________________________________________________________________________________

____________________________________________________________________________________

37. Physical condition of the child: (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) ________________________________
39. Whether the child has been subjected to any form of addiction: **Yes/No**

Nature of addiction ________________________________________________

40. With whom the child was staying prior to production before the Committee
   
   i. Parent(s) – Mother / Father / Both
   
   ii. Siblings / Blood relative
   
   iii. Guardian(s) – Relationship
   
   iv. Friends
   
   v. On the street
   
   vi. Night shelter
   
   vii. Orphanages / Hostels/ Similar Homes
   
   viii. Other (pl.specify) __________________________________________

41. History/ tendency of the child to run away from home, if any

   ________________________________________________________________

   ________________________________________________________________

42. Parents attitude towards discipline in the home and child’s reaction

   ________________________________________________________________

   ________________________________________________________________

43. Reasons for leaving the family (tick as applicable)
   
   i. Abuse by parent(s)/guardian(s)/step parents(s)
   
   ii. In search of employment
   
   iii. Peer group influence
   
   iv. Incapacitation of parents
   
   v. Criminal behaviour of parents
   
   vi. Separation of Parents
   
   vii. Demise of parents
   
   viii. Poverty

   ix. Others (please specify)

44. Whether the child is missing - Yes/No

45. If yes, whether missing complaint has been filed by parent – Yes/No

46. Whether the child is a victim of any offence Yes/No

47. Types of abuse met by the child (tick as applicable)
<table>
<thead>
<tr>
<th>S.No.</th>
<th>Type of Abuse</th>
<th>Remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Verbal abuse – parents/siblings/employers/others, (please specify)</td>
<td></td>
</tr>
<tr>
<td>2.</td>
<td>Physical abuse (please specify)</td>
<td></td>
</tr>
<tr>
<td>3.</td>
<td>Sexual abuse parents/siblings/employers/others (pl. specify)</td>
<td></td>
</tr>
<tr>
<td>4.</td>
<td>Others (please specify)</td>
<td></td>
</tr>
</tbody>
</table>

48. Types of ill-treatment met by the child (tick as applicable).
   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)

49. Exploitation faced by the child
   i) Extracted work without payment
   ii) Little (low) wages with longer duration of work
   iii) Others (pl. specify)

50. Whether the child has been bought or sold or procured or trafficked for any purpose - Yes/ No

51. Whether the child has been used for begging - Yes/ No

52. Whether the child is used by any gangs or adults or group of adults or has been used for drug peddling: Yes/ No

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

   _______________________________________________________

54. 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)

_______________________________________________________

_______________________________________________________

55. Attitude of the child towards the perpetrator ________________________

_______________________________________________________

_______________________________________________________

56. Whether the police have been informed ____________________________

57. Action taken, if any against the perpetrator ____________________________

_______________________________________________________

_______________________________________________________

58. Any other remark ___________________________________________

_______________________________________________________

_______________________________________________________

OBSERVATIONS OF INQUIRY

1. Emotional factors.

_________________________________________________________

_________________________________________________________

2. Physical condition

_________________________________________________________

_________________________________________________________

3. Intelligence

_________________________________________________________

_________________________________________________________

4. Social and economic factors

_________________________________________________________

_________________________________________________________

5. Suggestive causes of the problems

_________________________________________________________

_________________________________________________________

6. Analysis of the case, including reasons/contributing factors for the offence

_________________________________________________________

_________________________________________________________
7. Reasons for child’s need for care and protection

8. Opinion of experts consulted

9. Psycho-social expert’s assessment

10. Religious factors

11. Risk analysis for the child to be restored to the family

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

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

Annexures: (Documents and Photographs)

Signed by
Child Welfare Police Officer/ Social Worker/ Probation Officer

**Best Practice:**

- Pictures of place of residence and family members should be attached with the report
- It is a good practice for two social workers to be present for a Home Visit
- One should also carry a copy of the Order from the CWC while going for the visit.
APPOINTMENT OF SUPPORT PERSON FOR A CHILD UNDER PROTECTION OF CHILDREN FROM SEXUAL OFFENCES ACT, 2012 (POCSO)

(Power to appoint U/s 37 (g) of the Juvenile Justice Act, 2015)

To,

The Social Worker/Probation Officer/Fit person,
__________________________, (Name of Institution/Organisation)
__________________________ (Address)

Sub: Appointment of a support person to provide support for Boy/Girl Child
______________________________.

You are hereby appointed to be the support person under Rule 4, Sub Rule (7) of the Protection of Children from Sexual Offences Rules, 2012, for Boy/Girl Child____________________, aged _____, child in need of care and protection in FIR no. ______ dated ____ registered at _______ Police Station u/s ______________ as well as to provide aftercare, rehabilitation services and other support for the above mentioned child.

You are to ensure that you are present with the above mentioned Boy/Girl Child to support him/her during their aftercare, legal and medical procedures.

Given under the hand and seal of the
Child Welfare Committee _____________

Signature of Chairperson & Members

Note- The POCSO Rules have the provision of support person, so incase the organisation has been appointed as a support person, the said organisation can issue a formal letter to the Social worker/Case worker to represent the child on the organisation’s behalf.
ORDER FOR SOCIAL INVESTIGATION REPORT TO BE SUBMITTED FOR A CHILD
(Derived from Rule 19(3) of the Model JJ Rules, 2016)

To,

Child Welfare Officer/ Social Worker/ Case Worker/ Person in-charge of Home/ Representative of a Non-Governmental Organization
______________, (Name of Institution/Organisation)
______________. (Address)

Whereas a production report under section 31 (2) of the Juvenile Justice (Care and Protection of Children) Act, 2015 has been received from ______________________ (name of person producing the child) in respect of (name of the child) ________________, aged (approximate) __________, son/daughter of ____________________________________________ residing at ______________________________________________________

__________________________________________________________

who has been produced before the Committee under Section 31 of the Juvenile Justice (Care and Protection of Children) Act, 2015.

You are hereby directed to conduct Social Investigation for the above child to enquire into socio economic and family background of the said child. You are directed to submit the Social Investigation Report on or before _____________ (date).

Dated this ______ day of ____________

Signature of Chairperson & Members
DIRECTION TO POLICE TO FILE AN FIR

(Power to direct U/s 37 of the Juvenile Justice (Care & Protection of Children) Act, 2015)

To,

Senior Inspector of Police,

____________ Police Station, (Name of Police Station)

____________ (Address)

Sub: Direction to file FIR

Sir/Madam,

Whereas Boy/Girl Child ________________ aged ______ has been produced before us by ________________ on _________ and the said child/ organization has reported that he/she has been sexually abused/ trafficked/ physically and/or mentally abused/ made to do child labour/ made to beg/ missing/ ________________.

And whereas it is necessary that an FIR be filed in the present case, you are hereby directed to file an FIR at your police station. The said child has been placed at ________________ CCI for his/her protective care.

You are to register an FIR at the earliest and submit a copy of the same to us on or before _________.

Your cooperation will be highly appreciated.

Given under the hand and seal of the
Child Welfare Committee ____________
Dated ________________

Signature of Chairperson & Members

Note- Under section 30 (xii) of the JJ Act, the CWC can take suo motu cognizance of a case and direct the police to file an FIR
DIRECTION TO POLICE TO PROVIDE ESCORT FOR A CNCP

(Power to direct U/s 37 of the Juvenile Justice (Care & Protection of Children) Act, 2015)

To,

Senior Inspector of Police,
____________ Police Station,
____________ (Address)

Sub: Escort to be provided for Boy/Girl Child _____________

Sir/Madam,

The above mentioned Boy/Girl Child is victim under FIR ____/____ registered at ______ police station on ____/____/___ u/s ___________________________ and has been produced before us on _______.

The above mentioned Boy/Girl Child has ___________________________

(insert purpose for escort) on __________________________ (date) at ______________ (time) and we request you to arrange a women police escort to facilitate him/her for this.

We would like to request you to provide a designated police escort on time to the ___________ Home.

Given under the hand and seal of the
Child Welfare Committee ___________
Dated ______________________

Signature of Chairperson & Members

Note- This police escort letter can be used for escorting the child for medical tests, education related examination, and any other such activities.
LETTER TO A PUBLICATION IN CASE OF DISCLOSURE OF IDENTITY OF CNCP

(Power U/s 37 of the Juvenile Justice (Care and Protection of Children) Act, 2015)

To,

The Editor,

_________ (Name of Publication)

_____________ (Address)

Sub: Your newspaper/publication/news report/article titled
‘________________________’ published on ________ (date)

Sir/Madam,

This is with reference to the above mentioned article titled
‘________________________’ published in your newspaper on ________ in the ________ edition.

In the said article, the picture of the victim Boy/Girl Child who is a child in need of care and protection has been published and details revealing his/her identity have been mentioned.

According to Section 74 of the Juvenile Justice (Care and Protection of Children) Act, 2015, disclosing the identification of a child who falls under the definition of a ‘Child in Need of Care and Protection’ in any form is prohibited. By publishing such content, you are in contravention of the law.

You are hereby directed to explain to this committee the reasons for such a contravention and why action should not be taken against you. You are to be present before us on ________ at ________.

Given under the hand and seal of the
Child Welfare Committee ___________
Date ________________________

Signature of Chairperson & Members
PERMISSION FOR TEMPORARY ABSENCE OF A CNCP FROM CCI
(U/s 98 of the Juvenile Justice (Care and Protection of Children) Act, 2015)

To,
Superintendent
________________, (Name of Institution)
________________ (Address)

Sub: Temporary absence from Child Care Institution for Boy/Girl Child

Whereas Boy/Girl Child __________________________ (name), aged _______ has been produced before the CWC ________________ and is victim under FIR no. _______ dated _______ registered at ________ Police Station u/s ___________________________ and is currently placed for his/her protective custody at ____________ Home. The Probation Officer _______________ of the ____________ Home has submitted her report in the present case stating that the child should be granted temporary absence from the Institution for ____________________________________________________________________________________

Therefore, after perusal of the CWO/PO report and in the best interest of the child, the mentioned Boy/Girl Child is permitted to take temporary absence of ___ days.

The PO is to submit the report once the child returns from the temporary leave of absence. The child is to be escorted by _____________

Under the hand and Seal of
The Child Welfare Committee, ________________

Signature of Chairperson & Members

Note – This order can be used for temporary absence incase the child wants to attend a wedding, death of any relative, when the child has been selected for any sport/other recreational activity or where the child is expected to be temporarily absent from the Home.
Child Care Institutions –
An Introduction
CHILD CARE INSTITUTION – AN INTRODUCTION

A Child Care Institution (CCI) as defined under the Juvenile Justice (Care and Protection of Children) Act (“JJ”) 2015 means a Children’s Home, an Open Shelter, an Observation Home, a Special Home, a Place of Safety, a Specialized Adoption Agency and a Fit Facility recognized under the Act for providing care and protection to children, in need of such services.

As per JJ Act 2015, some of the provisions dealing with the various Child Care Institutions relating to CNCP are reproduced as under:

- A “Children’s Home” as per Sec 2 (19) 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 organisation, and is registered as such for the purposes specified in section 50;

- An “Open shelter” as per Sec 2 (41), JJ Act 2015 means a facility for children, established and maintained by the State Government, either by itself, or through a voluntary or non-governmental organisation under sub-section (1) of section 43, and registered as such, for the purposes specified in that section;

- A “fit facility” as per Sec 2 (27), Chapter I, JJ Act 2015 means a facility being run by a governmental organisation or a registered voluntary or non-governmental organisation, prepared to temporarily own the responsibility of a particular child for a specific purpose, and such facility is recognised as fit for the said purpose, by the Committee, as the case may be, or the Board, under sub-section (1) of section 51;

Registration

- As per section 2 (51) of the JJ Act, 2015, being “registered” refers to child care institutions or agencies or facilities managed by the State Government, or a voluntary or non-governmental organisation, means observation homes, special homes, place of safety, children’s homes, open shelters or Specialised Adoption Agency or fit facility or any other institution that may come up in response to a particular need or agencies or facilities authorised and registered under section 41, for providing residential care to children, on a short-term or long-term basis;

  a. The criteria for registration, requirements and accommodation for these institutions to have are mentioned in JJ Rules.

The Child Care Institutions are a place of protection where a child in need of care and protection may be placed for short or long term by the CWC if the child does not have any family or if the family is not fit to take care of the child. Institutionalization of a Child as per the JJ Act, 2015 is to be considered as the last resort for placing a child. Every child in the juvenile justice system shall have the right to be re-united with his family at the earliest and to be restored to the same socio-economic and cultural
status that he was in, before coming under the purview of this Act, unless such restoration and repatriation is not in his best interest.

If a Child is placed at a CCI for short or long term stay, it is imperative that the CCI function as a place to help restore the confidence of the child and rehabilitate the child. The CCI plays a pivotal role in being able to ascertain the Child’s needs and take steps to meet the needs of the Children.

The Juvenile Justice Act and subsequent rules give the roles and responsibilities of the Superintendent, Child Welfare Officer/Probation Officer and House Mothers/Caretakers/Staff who play an important role in the overall development of the Child placed there.

The authors of this compendium through an in-depth research have created forms such as the Best Practice Intake Form, the Care Standards Checklist, and Best Practice Guides for CCIs which are not available in the Model formats. The Model forms have also been modified to ensure that the intention for the creation of these Model Forms are fulfilled in letter and spirit.
**LIST OF BEST PRACTICE CHILD CARE INSTITUTION FORMS/REPORTS**

Stakeholders, especially the Child Care Institutions run by government or voluntary organisations have been entrusted with substantial responsibilities under the JJ Act. Right from the reception of the child to rehabilitation and eventually, reintegration, there are procedures laid down under the law. These are to be followed by the institutions and a report of the same needs to be submitted to the CWC timely. The following segment covers formats of such forms considering the State Rules 2018 and best on ground practices.

<table>
<thead>
<tr>
<th>S.R. No.</th>
<th>Form/Order</th>
<th>Timeline</th>
<th>Stage</th>
<th>Issued/Made by</th>
</tr>
</thead>
<tbody>
<tr>
<td>a.</td>
<td>Intake Form</td>
<td>Within 24 hours to 14 days</td>
<td>Production stage</td>
<td>Children’s Home Superintendent/PO</td>
</tr>
<tr>
<td>b.</td>
<td>Medical Assessment</td>
<td>Immediately to within 24 hours</td>
<td>Reception stage</td>
<td>Social worker producing the child, accompanying child at the Children’s Home</td>
</tr>
<tr>
<td>c.</td>
<td>Care Standards Checklist</td>
<td>Through the case of the child</td>
<td>From entry to rehabilitation</td>
<td>PO to maintain the checklist</td>
</tr>
<tr>
<td>d.</td>
<td>Individual Care Plan</td>
<td>15 days to 3 months</td>
<td>During inquiry</td>
<td></td>
</tr>
<tr>
<td>e.</td>
<td>Rehabilitation Card</td>
<td>After 3 months (regularly)</td>
<td>Regularly</td>
<td>CCI’s Superintendent/PO</td>
</tr>
<tr>
<td>f.</td>
<td>Progress Report</td>
<td>Once a quarter (regular)</td>
<td>Once a quarter</td>
<td></td>
</tr>
<tr>
<td>g.</td>
<td>Pre Discharge cum Restoration Report</td>
<td>15 days prior to discharge</td>
<td>During discharge</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Post Discharge cum Restoration Report</td>
<td>During CWC follow up</td>
<td>Post discharge</td>
<td>CCI's Superintendent/PO</td>
</tr>
<tr>
<td>---</td>
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</tr>
<tr>
<td>h.</td>
<td>Periodic Review of Child in Place of Safety</td>
<td>Periodically</td>
<td>During Stay</td>
<td></td>
</tr>
</tbody>
</table>
**INTAKE FORM**
(To be filled at the time of admission of Child in the CCI)

<table>
<thead>
<tr>
<th>Particulars</th>
<th>----</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name of the Child</td>
<td>-----</td>
</tr>
<tr>
<td>Date of Admission to the Home</td>
<td>-----</td>
</tr>
<tr>
<td>CWC order (yes/not yet) and date</td>
<td>-----</td>
</tr>
<tr>
<td>Age (approx.)</td>
<td>-----</td>
</tr>
<tr>
<td>As per (which document?) (For eg: Age verification, birth certificate, school leaving, saying of child, observation etc.)</td>
<td>-----</td>
</tr>
<tr>
<td>Mother Tongue</td>
<td>-----</td>
</tr>
<tr>
<td>Languages Known</td>
<td>-----</td>
</tr>
<tr>
<td>Educational Qualification</td>
<td>-----</td>
</tr>
<tr>
<td>Local Address</td>
<td>-----</td>
</tr>
<tr>
<td>Native Address</td>
<td>-----</td>
</tr>
<tr>
<td>Referring Agency</td>
<td>-----</td>
</tr>
<tr>
<td>Name of the Person-</td>
<td></td>
</tr>
<tr>
<td>-------------------</td>
<td>---</td>
</tr>
<tr>
<td>Contact Details-</td>
<td></td>
</tr>
<tr>
<td>Documents (if any)</td>
<td></td>
</tr>
<tr>
<td>Medical Examination Status</td>
<td></td>
</tr>
<tr>
<td>Brief Case History</td>
<td></td>
</tr>
<tr>
<td>Child’s Belongings</td>
<td></td>
</tr>
<tr>
<td>(Note belongings temporarily in the Home’s custody)</td>
<td></td>
</tr>
</tbody>
</table>
Checklist:

The following checklist can be followed for easy and smooth intake of new children at the Home. These elements of the checklist must be taken care of latest within 48 hours of the arrival of the child.

1) A formal induction orientation is given to the child. Kindly ensure that the following points are covered during this induction:
   a) The reason for the child’s referral to the Home,
   b) Introduction to the staff members and other caretakers at the Home and brief responsibilities of each of them,
   c) The child is given a tour of the Home and informed about its general guidelines,
   d) The child is informed about the regular activities at the Home.

2) The child is provided with the following essentials at the time of induction:
   a) Clothes – 2 sets
   b) Undergarments – 2 sets
   c) Toothpaste – 1 unit
   d) Toothbrush – 1 unit
   e) Bathing soap – 1 unit
   f) Shampoo sachet – 2 units
   g) Bedsheet – 1 unit
   h) Towel – 1 unit
   i) Sanitary pads (girls) – 1 packet

Note:

- To be filled by the superintendent/PO/CWO at the time of intake
- For internal use only
- Refer to the checklist once admission process is completed
MEDICAL ASSESSMENT OF A CHILD BEING ADMITTED TO A CCI

Checklist to be administered by Social Worker/CWC/PO (at reception stage) when a CNCP is being produced before the CWC or admitted at the CCI

These questions are to assess if the child has any health concerns that may need immediate medical attention. This process will not replace the mandatory medical examination to be conducted on the child.

Name of Child:
Age (approx.):
Gender:
Address (if known):
Name of CCI and CWC before whom the child is placed/produced:

Physical Examination:
1. Do you have any physical pain in your body? Yes/No

2. Which body part is hurting? (show Figure X and ask)

3. Is any part of your body bleeding? (show Figure X and ask)

4. When was the last time you urinated?

5. Does it hurt/burn when you urinate? Yes/No

6. When was the last time you passed stools?

7. Does it hurt when you pass stools? Yes/No

8. Is any of your body part itching? Yes/No

9. Did you have fever in the last one week? Yes/No
<table>
<thead>
<tr>
<th></th>
<th>Question</th>
<th>Yes/No</th>
</tr>
</thead>
<tbody>
<tr>
<td>10.</td>
<td>If yes, did you take any medicines or go to the doctor?</td>
<td></td>
</tr>
<tr>
<td>11.</td>
<td>When was the last time you ate something?</td>
<td></td>
</tr>
<tr>
<td>12.</td>
<td>Are you hungry now?</td>
<td></td>
</tr>
<tr>
<td>13.</td>
<td>Do you have any wounds that are hurting you?</td>
<td></td>
</tr>
<tr>
<td>14.</td>
<td>Where are these wounds on your body? (show Figure X and ask)</td>
<td></td>
</tr>
<tr>
<td>15.</td>
<td>If yes to question 13, would you want to tell us how you got injured?</td>
<td></td>
</tr>
</tbody>
</table>

**Any other comments/observations:**

__________________________________________________________________________
__________________________________________________________________________
__________________________________________________________________________
__________________________________________________________________________
__________________________________________________________________________
__________________________________________________________________________
__________________________________________________________________________
__________________________________________________________________________
These figures can be used as per Question 14 to ask the child about wounds on their body

Note: Extreme sensitivity should be used while questioning the child and showing them the image. Use of discretion on part of the Social worker/ Home Staff is important

Name of the Social Worker: 
Name of the Organisation: 

Date and Time: 
Signature:
CARE STANDARDS CHECKLIST
Check list of tasks accomplished to provide quality care from the day of entry of CNCP in to the CCI

<table>
<thead>
<tr>
<th>Sr. No.</th>
<th>Task</th>
<th>Date of Completion</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>1st Production before the CWC</td>
<td></td>
<td></td>
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<tr>
<td>2.</td>
<td>Initial/General Medical Examination</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3.</td>
<td>Provision of care supplies: bed linens, change of clothes, toiletries at the time of entry of the child to CCI</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4.</td>
<td>Documentation: Intake Form completed</td>
<td></td>
<td></td>
</tr>
<tr>
<td>5.</td>
<td>Child given primary information of court case/ legal rights (<em>Includes update on case and legal counsel</em>)</td>
<td></td>
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<tr>
<td>6.</td>
<td>CWO/PO Report (due by 2nd Production)</td>
<td></td>
<td></td>
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<tr>
<td>7.</td>
<td>2nd Production before CWC (to submit age verification results)</td>
<td></td>
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<tr>
<td>8.</td>
<td>Trauma Counseling provided to Child</td>
<td></td>
<td></td>
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<tr>
<td>9.</td>
<td>Statement under S. 161 of the CrPC of the child is taken</td>
<td></td>
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<tr>
<td></td>
<td>Statements under S.164 of the child is taken by Court (if applicable)</td>
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<td>---</td>
<td>--------------------------------------------------------------------------</td>
<td></td>
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<tr>
<td>11.</td>
<td>Social investigation report submitted</td>
<td></td>
<td></td>
</tr>
<tr>
<td>12.</td>
<td>Documentation: Individual Care Plan Created</td>
<td></td>
<td></td>
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<tr>
<td>13.</td>
<td>Assisting in all required processes for Victim Compensation</td>
<td></td>
<td></td>
</tr>
<tr>
<td>14.</td>
<td>Child is produced before CWC for the final order</td>
<td></td>
<td></td>
</tr>
<tr>
<td>15.</td>
<td>Transfer to final placement/Fit person</td>
<td></td>
<td></td>
</tr>
<tr>
<td>16.</td>
<td>Child to receive the needed medical attention (HIV+ test, STI test, vaccinations etc. as needed)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>17.</td>
<td>Enrollment into education/life skills</td>
<td></td>
<td></td>
</tr>
<tr>
<td>18.</td>
<td>CCI to facilitate the process of repatriation (if needed)</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Name of the Resident-  
Age of the Resident-  
Date of entry of resident to CCI-  
Name of CCI-  
Case No-  
Police Station -
Any other Information/Remark

Signature of the Probation Officer/Child Welfare Officer

Stamp and Seal where available
INDIVIDUAL CARE PLAN (ICP)

(Derived from Rule 11(3), 13(7) (vi), 13(8) (ii), 19(4), 19(17) 62(6) (vii), 62(6) (x), 69 I (3) of JJ Model Rules, 2016)

Name of Case Worker/CWO/Probation Officer: __________________________

Date of preparing the ICP: __________________________

Case No.: __________ of 20___

FIR No.: _________________________

Name of Police Station: _______________________________________________

Address of the Committee: _______________________________________

Admission No.: _____________

Date of Admission: _________

Stay of the child (Fill as applicable):

i. Short term (up to six months)
ii. Medium Term (six months - one year)
iii. Long term (more than 1 year)

A. PERSONAL DETAILS

➢ To be provided by child/parent/both on admission institution

1. Name of the Child: ____________________________________________________

2. Age/Date of Birth: ___________________________________________________

3. Sex: Male ☐ Female ☐ Other ☐

4. Father’s name: _______________________________________________________

5. Mother’s name: _______________________________________________________

6. Siblings: ____________________________________________________________

7. Nationality: _________________________________________________________
8. Religion/Caste:

____________________________________________________________________

9. Language spoken:

____________________________________________________________________

10. Level of Education:

____________________________________________________________________

11. Details of Savings Account of the child, if any ____________________________

____________________________________________________________________

12. Details of child’s earnings and belongings, if any ____________________________

____________________________________________________________________

13. Details of awards/rewards received by the child, if any ________________________

____________________________________________________________________

Based on the results of Case History, Social Investigation Report and Interaction with the child, give details on following areas of concern and interventions required, if any:

<table>
<thead>
<tr>
<th>Sr.No.</th>
<th>Category</th>
<th>Areas of concern</th>
<th>Proposed Interventions</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Safety of the Child</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2.</td>
<td>Child’s expectation from care and protection</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3.</td>
<td>Health and Nutrition</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4.</td>
<td>Emotional and psychological support Needs</td>
<td></td>
<td></td>
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<tr>
<td>5.</td>
<td>Education</td>
<td></td>
<td></td>
</tr>
<tr>
<td>6.</td>
<td>Life Skills/Training</td>
<td></td>
<td></td>
</tr>
<tr>
<td>7.</td>
<td>Attachments and Inter-Personal Relationships (with adults and children)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>8.</td>
<td>Independent living skills</td>
<td></td>
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<tr>
<td>9.</td>
<td>Leisure, creativity and play</td>
<td></td>
<td></td>
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<tr>
<td>10.</td>
<td>Religious beliefs</td>
<td></td>
<td></td>
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<tr>
<td>11.</td>
<td>Self-care and life skill training for protection from all kinds of abuse, neglect and maltreatment</td>
<td></td>
<td></td>
</tr>
<tr>
<td>12.</td>
<td>Any other such significant experiences which may have impacted the development of the child like trafficking, domestic violence, parental neglect, bullying in school, abuse, etc. (Please Specify)</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Any other Information/Remark
__________________________________________

**Signature of the Probation Officer/Child Welfare Officer**

**Stamp and Seal where available**
REHABILITATION CARD
(Derived from Rules 7 (1) (ii), 13(8) (iv) (C) (cd), 17(vi), 19(20), 65(3) (viii), 69E (2), 69 I (4), 69J (1), 69J (3) of JJ Model Rules, 2016)

FIR No. /Case No.: __________________________________________________________
U/Sections: __________________________________________________________________
Police Station:________________________________________________________________
Name of PO/CWO/Rehabilitation cum Placement Officer:__________________________

1. Name of the child:
__________________________________________________________________________

2. Age: ___________________________________________________________________

3. Sex: Male ☐ Female ☐ Other ☐

4. Father’s name: ___________________________________________________________

5. Admission No.: _______________________________________________________________________

6. Date of Admission: ___________________________________________________________________

7. Date of Provisional Release / Release: _____________________________________________

I. Services availed under Individual Care Plan –

<table>
<thead>
<tr>
<th>Indicator</th>
<th>Safety of the Child</th>
</tr>
</thead>
<tbody>
<tr>
<td>First Month</td>
<td></td>
</tr>
<tr>
<td>Plan:</td>
<td></td>
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<tr>
<td>Outcome:</td>
<td></td>
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<tr>
<td>Second Month</td>
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<tr>
<td>Plan:</td>
<td></td>
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<tr>
<td>Outcome:</td>
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<tr>
<td>Third Month</td>
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<tr>
<td>Plan:</td>
<td></td>
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<tr>
<td>Outcome:</td>
<td></td>
</tr>
<tr>
<td>Fourth Month</td>
<td>Plan:</td>
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<td>--------------</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Indicator</th>
<th>Child’s expectation from care and Protection</th>
</tr>
</thead>
<tbody>
<tr>
<td>First Month</td>
<td>Plan:</td>
</tr>
<tr>
<td>Second Month</td>
<td>Plan:</td>
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<tr>
<td>Third Month</td>
<td>Plan:</td>
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<tr>
<td>Fourth Month</td>
<td>Plan:</td>
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</table>

<table>
<thead>
<tr>
<th>Indicator</th>
<th>Health and Nutrition</th>
</tr>
</thead>
<tbody>
<tr>
<td>First Month</td>
<td>Plan:</td>
</tr>
<tr>
<td>Second Month</td>
<td>Plan:</td>
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<tr>
<td>Third Month</td>
<td>Plan:</td>
</tr>
<tr>
<td>Fourth Month</td>
<td>Plan:</td>
</tr>
</tbody>
</table>

<p>| Emotional and psychological support needed |
| First Month | Plan: | Outcome: |</p>
<table>
<thead>
<tr>
<th>Month</th>
<th>Education</th>
<th>Life Skills/Training</th>
</tr>
</thead>
<tbody>
<tr>
<td>First Month</td>
<td>Plan:</td>
<td>Plan:</td>
</tr>
<tr>
<td></td>
<td>Outcome:</td>
<td>Outcome:</td>
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<tr>
<td>Second Month</td>
<td>Plan:</td>
<td>Plan:</td>
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<td></td>
<td>Outcome:</td>
<td>Outcome:</td>
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<tr>
<td>Third Month</td>
<td>Plan:</td>
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<td></td>
<td>Outcome:</td>
<td>Outcome:</td>
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<tr>
<td>Fourth Month</td>
<td>Plan:</td>
<td>Plan:</td>
</tr>
<tr>
<td></td>
<td>Outcome:</td>
<td>Outcome:</td>
</tr>
</tbody>
</table>
## Attachments and Inter-Personal Relationships

<table>
<thead>
<tr>
<th>Month</th>
<th>Plan</th>
<th>Outcome</th>
</tr>
</thead>
<tbody>
<tr>
<td>First Month</td>
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<tr>
<td>Second Month</td>
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<td>Third Month</td>
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<td>Fourth Month</td>
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</table>

## Independent Living Skills

<table>
<thead>
<tr>
<th>Month</th>
<th>Plan</th>
<th>Outcome</th>
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<tbody>
<tr>
<td>First Month</td>
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<tr>
<td>Second Month</td>
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<td>Third Month</td>
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<tr>
<td>Fourth Month</td>
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</table>

## Hobbies/Activities

<table>
<thead>
<tr>
<th>Month</th>
<th>Plan</th>
<th>Outcome</th>
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<tbody>
<tr>
<td>First Month</td>
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<td>Third Month</td>
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<tr>
<td>Fourth Month</td>
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## Leisure, Creativity and Play

<table>
<thead>
<tr>
<th>Month</th>
<th>Plan</th>
<th>Outcome</th>
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<tbody>
<tr>
<td>First Month</td>
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<tr>
<td>Second Month</td>
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<tr>
<td>Third Month</td>
<td>Plan:</td>
<td>Outcome:</td>
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<tr>
<th>Fourth Month</th>
<th>Plan:</th>
<th>Outcome:</th>
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</table>

1. Other services provided to the child, including compensation and other benefits:
   _____________________________
   _____________________________
   _____________________________

2. Report of the detailed psychiatric assessment done by certified psychiatrist to be attached along with rehabilitation card:
   _____________________________
   _____________________________
   _____________________________

3. Date of report and reason for conducting the said assessment (Provisional Release / Release/ Any other):
   _____________________________
   _____________________________
   _____________________________

4. Overall progress shown by the child on the above mentioned aspects of the Individual Care Plan:
   _____________________________
   _____________________________
   _____________________________

5. Child’s acceptance and understanding of his actions and its consequences:
   _____________________________
   _____________________________
   _____________________________

6. Child’s willingness to participate in Rehabilitation/Care Plan:
   _____________________________
   _____________________________
   _____________________________
7. Child’s behavior and conduct:

_____________________________________________________

_____________________________________________________

_____________________________________________________

Signature of the Probation Officer/Child Welfare Officer
PROGRESS REPORT OF THE CHILD
(Derived from Rule 65(3) (viii), Rule 69 J (2), Rule 73(3) (xx) of the Model JJ Rules, 2016)

➢ To be prepared every fortnight for the first three months, and thereafter to be prepared once a month.

➢ Use different sheet for Progress Report

1. Name of the PO/ CWO/ Case Worker: ______________

2. Period of the report: __________________________________________

3. Admission No: ____________________________________________

4. CWC Name: ______________________________________________

5. Name of the Child: __________________________________________

6. Stay of the child (Fill as applicable):
   i. Short term (up to six months) [ ]
   ii. Medium Term (six months - one year) [ ]
   iii. Long term (more than 1 year) [ ]

7. Place of interview: __________________________________________

8. Date: __________________________

9. General conduct and progress of the child during the period of the report:
   __________________________________________________________
   __________________________________________________________
   __________________________________________________________
   __________________________________________________________
   __________________________________________________________
   __________________________________________________________

10. Provide progress notes made regarding proposed interventions:

<table>
<thead>
<tr>
<th>Sr. No.</th>
<th>Category</th>
<th>Proposed Interventions</th>
<th>Progress of the child</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Safety of the Child</td>
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<td>2.</td>
<td>Child’s expectation from care and protection</td>
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<td>3.</td>
<td>Health and Nutrition</td>
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<td>4.</td>
<td>Emotional and psychological support needs</td>
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<td>5.</td>
<td>Education</td>
<td></td>
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<tr>
<td>6.</td>
<td>Life Skills/Training</td>
<td></td>
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<tr>
<td>7.</td>
<td>Attachments and Inter-Personal Relationships (with adults and children)</td>
<td></td>
<td></td>
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<tr>
<td>8.</td>
<td>Independent living skills</td>
<td></td>
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<tr>
<td>9.</td>
<td>Leisure, creativity and play</td>
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<tr>
<td>10.</td>
<td>Religious beliefs</td>
<td></td>
<td></td>
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<tr>
<td>11.</td>
<td>Self-care and life skill training for protection from all kinds of abuse, neglect and maltreatment</td>
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<tr>
<td>12.</td>
<td>Any other such significant experiences which may have impacted the development of the child like trafficking, domestic violence, parental neglect, bullying in school, abuse, etc. (Please Specify)</td>
<td></td>
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</tbody>
</table>

Any other Information/Remark

11. Any proceedings before the Committee or Board or Children’s Court
   (i) Variation of conditions of bond
   (ii) Change of residence of the child / transfer
   (iii) Other matters, if any
11. Period of Observation completed on: ________________________

12. Result of Observation with remarks (if any):

13. Name and Addresses of the parent/guardian/fit person under whose care the child is to live after the supervision is over:

Any other Information/Remark

Date of Report:

Signature of the Probation Officer/Child Welfare Officer

Stamp and Seal where available
PRE-DISCHARGE-CUM-RESTORATION REPORT

(Derived from Rule 39(4) (xiii), Rule 62(6) (xv), Rule 64(3) (vii), Rule 69 K (1) and Rule 73(3) (xxi) of the Model JJ Rules, 2016)

➢ To be prepared 15 days prior to release

1. Details of place of transfer and authority concerned responsible in the place of transfer/discharge-cum-restoration

2. Reasons of Transfer or discharge-cum-restoration:

3. Details of placement of the child in different institutions/family:

4. Attach the last progress report of the child:

5. Rehabilitation and Restoration Plan of the child (to be prepared with reference to progress reports of the child):

<table>
<thead>
<tr>
<th>Sr.No.</th>
<th>Category</th>
<th>Rehabilitation and Restoration Plan of the child</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Safety of the Child</td>
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<tr>
<td>2.</td>
<td>Child’s expectation from care and Protection</td>
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<td>4.</td>
<td>Emotional and psychological support Needs</td>
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<td>5.</td>
<td>Education</td>
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<tr>
<td>6.</td>
<td>Life Skills/Training</td>
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<td>7.</td>
<td>Attachments and Inter-Personal Relationships (with adults and children)</td>
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<tr>
<td>8.</td>
<td>Independent living skills</td>
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<td>9.</td>
<td>Leisure, creativity and play</td>
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<td></td>
</tr>
<tr>
<td>12.</td>
<td>Any other such significant experiences which may have impacted the development of the child like trafficking, domestic violence, parental neglect, bullying in school, abuse, etc. (Please Specify)</td>
<td></td>
</tr>
</tbody>
</table>

6. Date of discharge-cum-restoration/transfer/repatriation:

________________________________________________________________________________________

7. Requisition for escort if required:

________________________________________________________________________________________

8. Identification proof of escort such as driving license, Aadhar Card etc. (Please attach):

________________________________________________________________________________________

9. Recommended rehabilitation plan including possible placements/sponsorships

________________________________________________________________________________________

10. Details of PO/NGO for post-discharge-cum-restoration follow-up and time period for the follow-up (Please attach the release order):

________________________________________________________________________________________

11. Memorandum of Understanding with non-governmental organization identified for post-release follow up (Attach a copy)

12. Memorandum of Understanding between the sponsoring agency and individual sponsor (Attach a copy)
13. Details of sponsorship agency/individual sponsor, if any:
__________________________________________
__________________________________________

14. Medical examination report before discharge-cum-restoration (Attach a copy):

15. Any other information:
__________________________________________
__________________________________________
__________________________________________
__________________________________________

Signature of the Probation Officer/Child Welfare Officer

Stamp and Seal where available
POST-DISCHARGE-CUM-RESTORATION REPORT OF THE CHILD

(Derived from Rule 25(4), Rule 25(5), Rule 39(4) (xii), Rule 64(3) (x), Rule 64(3) (xi), Rule 73(3) (xxi) of the Model JJ Rules)

➢ To be filled when the child comes to the CWC for follow-up by the CWO/PO

Status of Bank Account: Closed / Transferred

1. Earnings and belongings of the child: handed over to the child or his Parents/guardians –

2. First interaction report of the PO/CWO/Case Worker/Social Worker/NGO identified with for follow-up the child post-release: Please attach the report.

3. Progress made regarding rehabilitation and restoration plan:

4. Family’s behavior/attitude towards the child:

5. Social background of the child, particularly attitude of neighbors/community:

6. How is the child using the skills acquired in the Home?

7. Has the child been admitted to a school or a vocational training? Yes/No

1. Date of admission and name of the school/institute/any other agency enrolled into:

89
2. Report of second and third follow-up interaction with the child after two months and six months respectively:
   i. Second follow-up report: Attach copy
   ii. Third follow-up report: Attach copy

3. Efforts towards social mainstreaming and child’s opinion/views about it:
   ___________________________________________________
   ___________________________________________________
   ___________________________________________________
   ___________________________________________________

4. Identity Cards and Compensation Information:

<table>
<thead>
<tr>
<th>Identity Cards</th>
<th>Present status (Please tick whichever is applicable)</th>
<th>Action taken</th>
</tr>
</thead>
<tbody>
<tr>
<td>Birth Certificate</td>
<td></td>
<td></td>
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<tr>
<td>School certificate</td>
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<tr>
<td>Caste certificate</td>
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<tr>
<td>BPL Card</td>
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<tr>
<td>Orphan Certificate (if applicable)</td>
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<tr>
<td>Disability Certificate</td>
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<tr>
<td>Immunization card</td>
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<tr>
<td>Ration Card</td>
<td></td>
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<tr>
<td>Adhaar Card</td>
<td></td>
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<tr>
<td>Compensation received from the Government</td>
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</tbody>
</table>

Any other Information/Remark ____________________________

Signature of the Probation Officer/Child Welfare Officer

________________________

Stamp and Seal where available
PERIODIC REVIEW OF CHILD IN PLACE OF SAFETY

-To be filled by the superintendent/PO
-For internal use

Name of the child:
Age:
Date of admission in the Home:
Case No (if applicable):
Review Period – From ________________ to ________________
Case Summary for the Review Period:

Progress as per Individual Care Plan: (with specific examples)

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
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<tbody>
<tr>
<td>1.</td>
<td>Health:</td>
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<td>2.</td>
<td>Educational:</td>
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<td></td>
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<td></td>
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<tr>
<td>3.</td>
<td>Vocational:</td>
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<td></td>
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<td>4.</td>
<td>Psycho-social:</td>
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<tr>
<td>5.</td>
<td>Misc. (if any):</td>
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</table>

Indicators:
**Health** (Observed): Weight and height improvement, illnesses detected within the reporting period, etc.
**Educational** (Observed and Inquired): Basic level of literacy, improvement in alignment towards formal or informal education, steps taken in that regard, regularity, etc.

**Vocational** (Observed and Inquired): Vocational courses (short term) attended, Alignment towards a vocational course, regularity (long term).

**Psycho-social** (Observed):

a) Appearance: Posture, clothes, grooming  
b) Behaviour: Mannerisms, gestures, attitude towards fellow residents at the shelter, etc.  
c) Attitude: co-operative, hostile, secretive, defensive  
d) Speech and Language: talkative, spontaneous, quiet  
   Fast, slow, (rate)  
   High, low (pitch/volume of tone)

Date:
Place:
Name (of the person filling the document):
Designation:
Signature:
Seal/Stamp:
Best Practices-
Experiences from the Ground
I. ORIENTATION OF A CHILD IN A CCI AT THE TIME OF ADMISSION

- Children can come to a child care facility at any point in time during the day or during the night. Once the child comes to a facility, after due formalities with the escort, the staff in-charge should talk to the child. Open ended, non-inquiring questions help at this stage to make the child comfortable.
  - How was your journey getting here?
  - Have you eaten anything? Are you hungry?
  - Are you comfortable? Have you been hurt? Are you currently in any kind of pain?
  - Do you know where you are currently?

- After talking to the child, the child can be escorted to the dormitory where they will be given their bed. If the child has made a journey, it is best for them to rest for a while before conversing with anyone.

- Once the staff in-charge feels that the child is in the condition to talk, the child can be oriented about the Home, the staff and its facilities. The following information can now be shared with the child:
  e) The reason for the child’s referral to the Home,
  f) Introduction to the staff members and other caretakers, briefly explaining their responsibilities in the Home,
  g) The general rules/regulations of the Home.
  h) Regular activities (daily schedule) of the children and staff residing at the Home.
  i) The child should be taken around the different rooms in the institution while describing the activities that take place in each space and the rules for the same.

- During this orientation, it is essential to provide the child with basic necessities that can ensure that the child feels comfortable. This should include:
<table>
<thead>
<tr>
<th>Necessities</th>
<th>No. of Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>Clothes</td>
<td>2 sets</td>
</tr>
<tr>
<td>Undergarments</td>
<td>2 sets</td>
</tr>
<tr>
<td>Toothbrush</td>
<td>1 unit</td>
</tr>
<tr>
<td>Toothpaste</td>
<td>1 unit</td>
</tr>
<tr>
<td>Bathing soap</td>
<td>2 units</td>
</tr>
<tr>
<td>Bedsheet</td>
<td>1 unit</td>
</tr>
<tr>
<td>Towel</td>
<td>1 unit</td>
</tr>
<tr>
<td>Sanitary pads (girls)</td>
<td>1 packet</td>
</tr>
</tbody>
</table>

Please note: The above requirements have been quantified based on the Rule 30 of JJ Model Rules, 2016

The above induction procedure should be completed within the first 24 hours after the child is brought to the home.

**The Child being admitted should be helped to understand and appreciate that:**

1. Their placement in the Home is not any kind of punitive detainment, imprisonment, or incarceration but a protective custody for the purposes of appropriate recovery and rehabilitation including repatriation if necessary.

2. They are required to temporarily deposit the belongings in their possession with the Probation Officer or any other officer specified to take possession of the belongings of the Child and that they will get the same back (excluding the perishables, unwholesome, toxic, hazardous, dangerous, illegally possessed, and such other material) when their stay with the Home ends.
3. The names and facial identity (and the role/function) of all the concerned officers and staff will be made known to the child at the first orientation and the same shall also be easily available for ready reference whenever required.

4. There is a Superintendent and 2 Probation Officers (Note: each shelter home should add the number of staff they have in this category) in the Home meant for helping the child in any and every situation as well as for offering first help in any unforeseen circumstances.

5. There are some caretakers employed at the Home primarily to take care of the children.

6. The child will be taken for medical examination to a place outside the Home.

7. A vehicle will take the child to the venue of medical examination.

8. The medical examination will be conducted by a female doctor (if there is a male doctor the same should be explained accordingly).

9. They are required not to stray anywhere during or after the medical examination and should return to the Home.

10. They will be accompanied by __________, __________ (Note: explain the exact system in the particular Home) etc. during their visit to the venue of medical examination (inform the child who these people are)

11. In case of any emergency during the visit they can talk to the __________ or ____________ etc. (inform the Child about the names)

12. They have the right to not be contacted by any of the accused, their offenders, or the representatives thereof during the visit for medical examination.

13. The child will be required to go through certain inquiries conducted by the police mainly to facilitate the investigation of the crime committed against them, the state, and the society.

14. The child will be required to go through certain inquiries conducted by the PO mainly to facilitate justice.
15. The children are required to stay in the Home at least for such a period till the competent authority such as the CWC or any other competent Court of law decides upon their stay.

16. In case they run away or are found missing the same will become a matter for the police to investigate, retrace, and restore them at the Home.

17. The children are entitled to the basic necessities of life such as safe shelter, protection against rain, cold and sun, nutrition, bathing, clothing, toothbrush, tooth paste, soap, comb, bed sheets etc. during their stay. They could take away with them X, Y, Z etc. (Note: explain to the child) at the time of leaving the Home free of cost.

18. They will get the toiletry and sanitary material free of cost. (Note: the quantity and frequency of the supply should be adequate)

19. They will get a daily breakfast, lunch, evening tea, and dinner free of cost.

20. The Caretaker, CWO/ PO and the Superintendent shall ensure that the child is oriented in relation to the premise of the Home including the boundaries, open access areas and areas of restricted entry.

21. The child shall be oriented about the use of the various parts of the premise in order to facilitate their physical movement

22. The child will be shown their sleeping room, bathrooms etc.

23. They are expected to report to the main room by _________ a.m. every day.

24. A few recreational facilities have been installed in the Home and other equipment is made available for their recreation.

25. The child is shown these installations and the use thereof as well as the equipment and the procedures of taking possession and returning the same as well as the timings of use.

26. The child is oriented concerning the various voluntary organizations who in a collaborative manner work with the children for their aftercare and rehabilitation.
II. Interacting with a Child in Need of Care and Protection

Children when presented before the CWC or brought to a CCI, are away from familiar places and people. This makes them nervous while talking to social workers, partly because they are strangers and also because they are disclosing information about what has happened to them. Divulging this may make them feel anxious, upset, or afraid. It is important for social workers to build a rapport with the children and adolescents when they first meet by establishing some trust and displaying care and concern for the child. Questions (Qs) about the child’s life, such as experiences at school, relationships with friends, interests and hobbies, and family demographics are often useful ways to help children feel comfortable while sharing information about themselves in an interview.

**ASK** OPEN-ENDED Qs
- Most effective in encouraging children to share.
- Provide children with a chance to respond without influence/bias.
- Research shows children asked Open-Ended Qs feel more at ease than children asked Close-Ended Qs.

**AVOID** CLOSE-ENDED Qs
- Result in narrower, less detailed responses.
- Helpful following Open-Ended Qs to clarify information.
- May lead to child feeling defensive if used frequently in the beginning, while building rapport with the child.

**What** are the things you like best about school?

**What** are some things that you don't like about school?

**Who**’s in your family?

**What** kinds of things do you like to do with your friends?

**What grade** are you in?

**Do you like** sports?

**Do you like** math?

**Does** your family live in a house?
The Disclosure

The ‘Disclosure’ is a critical stage in the investigative interview, during which the child tells the social worker about what has happened to him/her. This may constitute abuse of any kind. Many children disclose only after the social worker has spent time getting to know them and explained the purpose and process of the interview. However, some children might also disclose early in the interview. In either case, it is important that the social worker gathers as much information as possible, in the child’s own words, while following accepted interview questioning protocol.

THE INVESTIGATIVE PROTOCOL

Encourage child to share/disclose in a free narrative.
'Tell me what you remember.'

**Step 1: Open Questions**
Broad Qs guide the child to share more information.

- SIMPLY CONSTRUCTED Qs
  - What else do you remember?
  - What happened next?
  - Where did this happen?
  - Could you tell me more about that?
  - Tell me about a different time?

**Step 2: Focused Questions**
To clarify information & gather details.

- SPECIFIC & NOT LEADING Qs
  - Where was your mother when this happened?
  - What did you mother say when she saw the marks?
  - What were you wearing at that time?
  - What time of the day did this happen?
  - Who else saw the fight between you and your dad?

**Step 3: Closed Questions**
Result in single word responses.

- Qs SUGGEST YES/NO/SIMPLE RESPONSE REQUIRED
  - Was your mom at home when your dad hit you?
  - Were you wearing pyjamas when this happened?
  - Did your brother see your mother fighting with you?

**Step 4: Leading Questions**
To better assess child’s safety, especially if child has already disclosed to another person.

- LAST RESORT Qs
  - I want to talk to you about the reason I am here today. I understand you told your teacher about something that happened. Can you tell me what you told your teacher?
Clarification: During the Disclosure Phase, focused questions may be used to clarify information that the child has shared in order to iron out any inconsistencies and to gather more detailed information for a better understanding of the trauma caused to the child. It is also an opportunity to determine if there is any corroborative evidence to support the child’s disclosure.

Corroborative information may include witnesses to the abuse, physical evidence such as injuries or damaged property, photographs, video or audio recordings of the incident, other victims of abuse, or other individuals to whom the child may have disclosed.
III. GUIDE FOR CARE GIVERS TO SENSITIVELY WORK WITH CHILDREN

WORKING WITH CHILDREN

Engaging with children in Child Care Institutions can be a difficult process. It requires kindness, patience and strength. Here are some tips for caregivers to deal with children sensitively.

Please note that this document is developed based on actual observations and field experiences of counselors and care givers working with children in institutional settings. This is in no way an exhaustive list but a work in progress.

COMMUNICATION WITH CHILDREN

1) Listen to children - Whenever a child is seen engaging in an unacceptable behavior or is found doing something that is unacceptable, the child should be first asked what he/she was up to. After knowing what the child was doing, an adult can explain why a behavior is inappropriate. In order to avoid shaming, embarrassing or humiliating the child, the care givers should hold this conversation one-on-one with the child and avoid confronting the child in front of the other children.

2) Talk about inappropriate behavior without demeaning her/his self-worth or attacking their personality or character.

3) When correcting behaviour, provide a calm explanation for your preferences. Giving a reason helps children understand the implications of their behaviour for others (e.g., if your child teases another child because they wear glasses, explain that wearing glasses helps the child to see better and remind them that teasing can hurt others feelings).

4) Tell the child what you do want them to do rather than what you don’t. In most cases, it’s simple to turn a negative sentence into a positive one. For example, instead of saying ‘Don’t walk so close to the road’, say ‘Come and walk next to me’.

5) Often, we remember to reprimand children for their mistakes and correct them but forget to appreciate them for achievements and healthy behavior. A simple ‘you did a very good job today!’ can help children feel good about themselves and reinforce healthy behavior.

6) Do not verbally or physically abuse children. This hurts them and teaches them that abuse is a problem-solving technique, which they are bound to use to solve their own problems. Take abuse between children seriously as well and teach them alternate ways to solve problems.
7) Avoid impatient body language like eye rolling, foot tapping or sighing. This can discourage a child from talking.

8) Hold conversations at the appropriate time and place. It is also important to address an issue in a timely manner. If one waits too long to address a situation, sometimes the child will not remember the incident or more often than not, it will not register that they did something wrong or unacceptable, thereby causing them to repeat the behaviour.

9) Refrain from labeling children negatively (for eg: manda, aalsi, moti, sukdi, bewakoof). All labels related to looks, intellect and behavior should be avoided. If you see a child lying, you can talk about the situation and address the lying instead of labeling the child as “liar” or “chor/stealer”

10) Apologize to children when you make mistakes. This helps children understand that everybody makes mistakes and that mistakes can be rectified. Children often learn through modeling – by observing other individuals and imitating them. Hence, apologizing to them when you are wrong will teach them to apologize when they are wrong.

11) When children ask questions, you do not have to know all the answers. Admit it when you do not know something. This helps children learn that it is okay to not know everything and that new knowledge can always be acquired through effort.

12) Use conversation as an opportunity to keep up with adolescent activities and relationships. Stay interested, and gently ask questions and seek explanations for their behaviour.

13) Praise their efforts, not just their results. A child needs to know that it is okay to fail.

14) When the child returns from school, college or any vocational training centre make a point to ask how was his/her day in school/college/ vocational training centre.

15) Ensure that you maintain confidentiality when children trust you with their stories. This builds trust and helps them accept you as a safe space they can come to when they need adult help. In case the child discloses anything threatening or about an abuse:

   a) acknowledge that the child is being courageous in sharing a difficult experience or information; b) validate their decision to trust and share with you was a good, safe and responsible one; c) reassure the child that specific steps will be taken to protect them and other children or adults affected by the event/experience; d) if possible identify the next steps that the care givers will be taking to ensure the safety of the child and others affected; e) follow-up and check-in with the child with regards to feelings of fear, shame, anxiety, relief that they may be experiencing following disclosure.
16) Ensure that consistent messages are given to the child. Hence, it is important for caregivers to regularly communicate with each other.

17) Address children with their names, even in your internal communication and not as POCSO Case, Missing child, ITPA case, Trafficking case, Suicide case, etc.

DEALING WITH EMOTIONS AND ATTACHMENT

1) The best way to work with children is to be empathetic towards them. Children can quickly understand who understands them and who cannot understand them. When a child has a fight and is angry with everyone, caregiver could go near and ask permission to sit nearby. The caregiver could say that “I can understand that you are angry and do you want to talk about it?”

2) As an adult living with children, express your emotions on the child’s behavior. Only being patient is not the way to deal with children experiencing emotional and behavioral challenges. Having conversations about others feelings is required too as it helps the child build skills for empathy and considering different perspectives. Let them know that the staff is human too and not just an authoritarian figure.

3) Use the language of “anger expression” (appropriate and inappropriate) instead of anger management or “controlling anger”. Do not seek tips for “controlling” child’s anger. Anger may have been a useful emotion for children who were abused as that emotion made them protect themselves and realize that they don’t feel safe.

4) When children are distressed or aggressive, help them to calm down and then try to have a conversation. When children are triggered (having a strong emotional and physical reaction) they do not access to the part of the brain that helps them think rationally. Therefore, it is important and will be more effective if caregivers help the child stabilize emotionally by using a range of tools such as grounding or relaxation exercises before disciplining, discussing behavior corrective measures. Giving them a stress ball, mandala sheet, etc. might help the child to calm down.

After the child has calmed down, the staff/parent should have a conversation with the child about what made him/her angry. It is not helpful if you ask children not to be angry. Anger is an emotion and an adult can teach the child to express it healthily. Address the anger and tell the child to express it in words. Sometimes due to power dynamics between the child and staff, the child may not feel comfortable to express the anger. In our culture we are taught to respect elders, which mostly translates as you cannot express your anger towards them. If the child does not have a dialogue about the anger, it will lead to bottling up of the anger and resentment towards the adult causing defiance to follow anything that is told to the child. (Authoritarian parent figures that have high demandingness and low responsiveness).
5) When a staff realizes that the child is going to be aggressive and say bad things about the staff’s character, the staff can tell her/him to think about what s/he actually feels and write it down in a letter than trying to hurt the staff by saying nasty things. The staff may naturally get angry as the child starts to say hurtful words but the more the staff reacts the child will adapt the way of expressing anger. It may help to acknowledge the impact the child’s words are having in a manner that does not place the responsibility on the child, for example, “I can see that you are angry and hurting. The words that you are saying are hurting me and making me angry/frustrated as well. I don’t think we can have a helpful conversation when we are both so upset.”

6) Teach the child difference between response and reaction.
   For example: child says to the staff “I don’t want to study”.
   
   Reaction: You never like studying you only want to play all the time.
   
   Response: Can you tell me why you don’t want to study? It is not always fun to study especially when we have to study something we don’t enjoy or is challenging. Sometimes we have to do things that are hard so that we can keep learning and growing. What is it that is making it hard for you to study today? Let’s talk about it.

7) Sexual abuse in the past may cause sexual dysfunction or excessive sexual acting out. Let the child seek help from a counsellor in such cases. Finding the child while engaging in sexually reactive behavior should not be used as a reason for punishment or scolding.

8) Encourage parent(s)/guardian(s) to meet the children as much as they can. It helps the child to build trust and reduces the attachment issues they face which reflect on their behavior. In early childhood it also helps in the brain development of the child.

9) Model empathy and compassion in your engagements with children and recognize and encourage empathy and acts of kindness among children that will make them live together in harmony.

10) It is normal for children especially in the adolescent age group to explore their sexuality. The caregivers need to accept and deal with dignity when a child identifies himself/herself/themselves as gay, lesbian, bisexual or other sexual orientation. Discriminating children based on sexual orientation can affect their mental well-being.

11) A specific reference and guide to recognizing and respecting children and youth’s gender identity can also be added.
SETTING RULES

1) Effective caregiving is a combination of setting boundaries and structures and providing autonomy.

2) Children may not conform to all the rules and the staff can decide what are acceptable. Extreme disciplining may lead to defiance in children.

3) Encourage children to ask questions about rules and have a discussion with them on why certain rules are important. By teaching children to be blindly compliant, we are discouraging critical thinking, which is a valuable characteristic. In our culture, *good children* are children who blindly listen to adults without questioning them. This not only hampers critical thinking but teaches them that adults are always right which is untrue.

4) While working with adolescents recognize that they are developing ideas that might differ from your own. Unless these ideas place the adolescent in danger of harm to self or others, accept their beliefs as an example of their developing individuality.

5) Don’t deny children participation in activities, events they were looking forward to attend as a punishment for breaking rules unless the same was announced beforehand.

SETTING CHILDREN’S Routines

1) A child’s day is the best when it is filled with art, play and some time with friends.

2) Adults require 8 hours of sleep for a good mental and physical health and children require 8-9 hours of sleep at a stretch, make sure the children’s schedules are included of their minimum sleep. An afternoon nap does not compensate for the hours missed at night.

3) When children are napping in the daytime, do not wake them up for counselling sessions or any other activity by asking them to compromise their sleep; this will lead to anger and demotivation to do that particular task. Encourage a child to go for activities when he/she is awake.

This guide is developed by Chaitali Ipar and Mohitha M.

Inputs provided by Shalini Newbigging, Sharon Thomas, Priti Patkar and Dr. Shraddha Prabhu

Edited and reviewed by Priti Patkar and Kashina Kareem
IV. RULES FOR MEDIA AND COMMUNICATION FOR CNCP

Section 74 of the Juvenile Justice (Care and Protection of Children) Act, 2015 prohibits the disclosure of name, address or school or any other particular, regarding any inquiry or investigation or judicial procedure, which may lead to the identification of a CNCP in any report any newspaper, magazine, news-sheet or audio-visual media or other forms of communication, unless it is in the best interest of the child. It also prohibits the publication of any picture of the child in violation of such a context. This provision also extends to a child victim and/or witness of a crime involved in such matter under any other law.

This provision is pertinent to the child’s right of privacy and security of the investigation. A child in need of care and protection is often not in the situation to protect his/ her privacy and to provide consent for any picture/ video. Learning from our experience on ground, it has been realized that the responsibility of non-violation of a child’s privacy falls on adults around the child. Thus, the following guidelines on code of conduct for photography will serve as a best practice guide to ensure that any picture or video taken of the child is not in contravention of the law and its spirit.

CODE OF CONDUCT FOR PHOTOGRAPHY:

- Any photo/ video identifying the child, which is with regard to any inquiry, investigation or judicial procedure leading to the identity of the child is strictly prohibited.
- The CWC has the power to authorize the publication of any such photo/ video if it is of the opinion that such publication is in the best interest of the child.
- A written consent from the CWC is mandated if the photo discloses the name, address, school or any other particular of the child in violation of the law.
- The identity of a child should not be revealed unless it is in the best interest of the child. In any other case, the camera should be positioned in such a way that faces and other unique characteristics are not visible.
- Any individual taking pictures of children within the premises of the CWC, or any CCI, or anywhere else, in contravention of the law should be required to handover the copies of the photographs to the CWC or the CCI and permanently delete the photographs from their devices.
- Any individual/organization who wants to interview/film a child should obtain a consent in writing from the child’s parent/guardian/institution or from the child (if 18 years of age and above)
- It is extremely important for any individual person or a person representing an organization to obtain verbal consent of the child before taking a photo/ video. The consent should be free and not under any coercion or misrepresentation. If there is any sense of reluctance or confusion, a photo should not be taken.
- The local traditions or restrictions should be complied with.
- Photos must be honest representations of the context and the facts. There should be no misrepresentation of the child’s situation or location in any context.
- Absolutely no payments or any other form of compensation are to be provided to the children or any person in exchange for the child’s photo or consent.
- There should be no possibility of the child being harmed through the publication of any image.
- The children should be treated with utmost respect and dignity at all times.
- These children are already in a vulnerable state and thus, special compassion and care should be exercised when taking a photo/ video of any such child. Their vulnerability should not be exploited under any circumstances.
- Ensure photos present children in a dignified and respectful manner and not in a vulnerable or submissive manner. Children should be adequately clothed and not in poses that could be seen as sexually suggestive.
- The help of any voluntary or non-governmental organization can be enlisted to explain, understand and communicate the purpose of the photos and the concept of informed consent to the children.
V. RULES FOR CHECKING THE PERSONAL LOCKERS FOR CNCP

Every CNCP residing at the CCI is given a personal locker. The Juvenile Justice (Care and Protection of Children) Act, 2015 expects every CCI to undertake appropriate measures to ensure the safety and security of every child living in such institutions.

The Model Juvenile Justice (Care and Protection of Children), Rules, 2016 in Rule 61 (3) broadly covers this:

In compliance with the above rules, CCI should have the policy of checking children’s lockers once every three months. The following rules must be followed while examining the lockers.

Upon admission into the CCI, the child shall be informed about the rules, the frequency and the procedure to be followed regarding checking of lockers. This is done during the induction-orientation process. It is important to make the child understand that this process of checking of the lockers is followed as per the law and is done to ensure his/her safety.

While checking the locker of the child, it is essential to remember that every individual is very sensitive about their belongings and would not like intrusions in their personal space. For girls, their lockers are their personal space. Therefore, the entire process should be done with utmost sensitivity with due regard to the privacy and dignity of the children.

The outputs related to locker checking will be discussed during the general meetings, which should be a minimum of three a year. Suggestions sought from the children in the CCI should also be discussed. In any case, the discussions around this issue should not be conducted anywhere beyond the general meetings.

The objective of checking the locker is to ensure the safety of the child. The process and subsequent discussions should not be conducted with the intention of being punitive towards the child.
If a child requests staff other than the one deputed to check the lockers on that particular day/turn, this request should be considered. The superintendent should hear the request and take an appropriate decision to depute another staff to carry out this task.

If an unexpected argument breaks out during this process, the staff needs to report the same to the superintendent and not get into any counter argument with the child.

Any article found during the check which is unlikely to harm the child directly or indirectly need not be confiscated. e.g. photographs of movie stars, singers etc. However, harmful items like blades, knives, scissors, broken mirrors, money, medicines, mobile phones, pen drives, pornographic material, etc., that may pose a threat to the safety of any child residing at the institution should be reported and confiscated.

After the process of checking the lockers, the Home staff should conduct a meeting with the girls whose items have been confiscated in the presence of the superintendent. It is essential to discuss and educate them as to why they are not supposed to keep such items with the hope that such a situation will not arise in the future.

Locker checking should be done with the consent of the child and only in her/his presence. To carefully secure the observations, the process should ideally be conducted in the presence of two or more staff members. The timing of the locker checking should not clash with the child’s eating time, counseling session time, study time or sleeping time.

If a child is unwell during locker checking, then another date will be fixed to check the locker of that child.
While moving items from the locker during the check, the staff should spread a mat on the floor and keep all the items from the locker on the floor with care and respect.

If the team members think that any serious issue has arisen during this process, which the team deputed to carry out the locker checking task is unable to handle, then they should report the matter to the superintendent or superiors. Subsequently, if there is a need, then the same may be reported to the competent authority.
VI. STANDARD OF CARE AND PROTECTION IN A CCI CHECKLIST FOR CWC VISIT

The Juvenile Justice (Care and Protection) Act, 2015 gives CWC the authority to establish, maintain and recognise a facility being run by a governmental organisation or a voluntary or non-governmental organisation registered under any law for the time being in force to be fit to temporarily take the responsibility of a child for a specific purpose. The CWC also has the power to conduct visits to a CCI or a Children’s Home and Section 28 (2) of the Act counts such visits to check functioning of an institution and the well-being of the children as a CWC sitting. Furthermore, the Model JJ Rules, 2015 has provisions for such institutions to self-maintain a standard of care and protection for its children.

The following checklist can be used by the CWCs on their visit to Children’s Home and other institutions to observe their maintenance. It can also be used by CCIs themselves to keep a check on the standard of care and protection being offered at their institution.

CHECKLIST FOR STANDARD OF CARE AND PROTECTION IN A CCI

1. Complete details comprising of the Institution’s full name, address (both Registered Office and the Children’s Home), and phone number.

2. Copies of Registration document

3. The list of Trustees or the members in the governing body

4. The age group and nature of the children received and admitted into the institution.

5. Infrastructural details about the residential facility of the CCI:
   - Location of shelter home in a remote area (Y/N)
   - Sleeping space of 3 ft x 7 ft for each child (Y/N)
   - Living area of 200 sq ft for every 20 children (Y/N)
   - Study area of 200 sq ft for every 20 children (Y/N)
   - Separate room for sick children (Y/N)
   - Availability of Playground
     *Sufficient for total number of children either owned by the organization or any other organization (Recreation Material ) (Y/N)
   - Clothing and Bedding (Y/N)
   - Minimum 1 toilet for 7 children (Y/N)
- Minimum 5 bathrooms for 50 children (Y/N)
- Proper ventilation and light in bedrooms, classrooms and toilet area (Y/N)
- First Aid Box (Y/N)
- Separate space for medical check-up and counselling (Y/N)
- Separate residential facility for the Superintendent of the CCI (Y/N)
  *Superintendent must be residing in the same premises.
- Availability of separate office space (Y/N)
- Separate and adequate arrangements to provide counseling to children (Y/N)
- Separate arrangements for rehabilitation programmes for children (other than education) (Y/N)

6. Educational facilities:

7. Vocational trainings:

8. Cleanliness of the Premises: _____________________________________________________________

9. If the building of the organization is not owned by the organization itself, a duly registered Agreement of Rent should be presented with complete description of the space as well as the period of Agreement. In the case of organization’s own building, blue-print of the land in which the building is located, certificate of permission for construction of the building and completion certificate from competent authority should be presented.

10. Report of the programmes conducted by the organization in the last 3 months (Check registers or Narrative reports)

11. Child protection Policy (CPP)

12. List of employees, the title of the post, minimum educational qualification and experience.
   *For a CCI meant for girls, female staff members are employed.

13. Training of Staff members
   *Take a stock of training conducted for staff in the last 6 months.

14. Availability of transport (both public and private) in case of an emergency. If the CCI is in a remote area, does it have its own vehicle for emergencies?
15. The CCI should provide assurance about accessibility of services by Female Medical Officer, Gynaecologist and other Medical as well as Para-medical professionals.

16. Recording of the attendance of the children

17. Use a bio-metric machine installed to record children’s movement in and out of the institution.

18. Maintenance of the Registers is important as it is the evidence of the work done in a CCI. Thus, noting the maintenance of following Registers:

- Admission register (Y/N)
- Discharge register (Y/N)
- Children’s property/belongings register (Y/N)
- Attendance of Staff register (Y/N)
- Case file of each Child (Y/N)
- Children’s Supplies register (Y/N)
- Children’s Suggestion register/box (Y/N)
- Counseling register (Y/N)
- Addiction de-addiction protocol and follow-up register (Y/N)
- Housekeeping and sanitation register (Y/N)
- Inspection register (Y/N)
- Legal services register (Y/N)
- Library register (Y/N)
- Meals register/Nutrition Diet register (Y/N)
- Medical File of each Child (Y/N)
- Children’s Activity register (Y/N)
- Staff meeting register (Y/N)
- Children’s meeting register (Y/N)
- Staff Movement register (Y/N)
- Children’s Movement register (Y/N)
- Visitors register (at the gate) (Y/N)
- Visitors register( Relatives and family who visit the child) (Y/N)
- Visitors registers( Visitors from the civil society) (Y/N)
- Visitors registers( Government visitors) (Y/N)

19. Crisis Intervention List
   *All important contact name and numbers displayed prominently in the CCI.

20. Annual Safety Audit / Social Audit

21. Area resource mapping

22. Children’s Participation in Decision-Making Process

23. Induction Document
   *For the new entrants in the CCI
VII. COUNSELLING AND MENTAL HEALTH OF CHILD

From Victim to Survivor

An individual’s personal trauma reaction can vary greatly in severity relative to the volume of trauma experienced and the number of perpetrators inflicting the trauma. Children who are brought to the CWC can be victims of rape, violence, assault, humiliation, threats, neglect and other kinds of trauma at the hands of numerous people. The combined and varied nature of this complex trauma leads to a complete sense of instability. It results in depression, anxiety, self-hatred, dissociation, substance abuse, despair, physical ailments, suicidal tendencies and other severe mental health issues.

Comprehensive rehabilitation services for children who need care and protection need to be both trauma sensitive and trauma focused. Trauma sensitive care is a strengths based framework grounded in an understanding of and responsiveness to the impact of trauma. Strengths-based practices are collaborative processes that focus and builds resilience using the personal skills, strengths, and inherent assets of the survivor. It is an outcomes based strategy, helping the survivors make decisions and achieve the consequent goals for their life. It emphasizes physical, psychological, and emotional safety for both providers and survivors, and creates opportunities for survivors to rebuild a sense of control and empowerment. Trauma focused services include individual or group therapy focused on facing and overcoming the negative consequences of trauma on the survivor’s life.

Without comprehensive rehabilitative care, which meets both practical and emotional needs of victims through trauma sensitive and trauma focused care, children in need of care and protection are much more likely to be re-traumatized, re-victimized, and more prone to live a life filled with guilt, anger, and shame.

The process of restoration is a long journey. It is essential to understand trauma and its effect on the lives of children who have experienced trauma in order to provide the best rehabilitative care to them.

Understanding the Traumatized Child

Traumatic experiences, including sexual, physical, or emotional abuse, leave their victims without much hope. Although it is very possible for victims to become survivors, it is imperative to understand the all too real effects of trauma on the children who are trudging through the rehabilitation and legal system.

Trauma results from both an external event and an internal experience that is shocking and overwhelming. The external event is one that involves an actual or perceived threat to life or physical integrity of self or another person; the internal experience is feelings of intense fear, helplessness or horror as a result of the event.

Unfortunately, there exist a myriad of potential traumas; common traumatic events include sexual and physical assault, being kidnapped, torture, life threatening illness, witnessing violent assault, poverty, neglect, and childhood sexual abuse.

Trauma exists as a spectrum or continuum, with reactions to trauma usually becoming more severe as one moves upwards on the continuum. The pace of healing and recovery are usually directly proportional to the severity of the traumatic event.
To explain the above:

- Single impersonal traumatic events happen once and would include such things as natural disasters and accidents as well as acts of human negligence.

- Single interpersonal trauma refers to single events that are committed person to person, whether known or unknown, such as robbery, assault, and rape.

- Multiple interpersonal with a single perpetrator would refer to ongoing child abuse, neglect or domestic violence—multiple trauma experiences with a known assailant.

- Multiple interpersonal with multiple perpetrators refers to those who have experienced a variety of traumatic events at the hands of several or many different abusers. This last category describes well what victims of human trafficking and especially sex trafficking experience.

When traumatic events continue to occur, i.e., *experiencing multiple threatening events, over an extended period of time*, the trauma is called **complex trauma**. Events of this nature are typically, 1). Repetitive, and prolonged; 2). Involving direct harm, exploitation, maltreatment etc., by caregivers; and 3). Occurring at developmentally vulnerable times in the victim’s life.
The multiplicity of traumatic events (complex trauma) leads to a **complete sense of instability** – mentally, emotionally, physically, socially and spiritually. This uncertainty leaves the victims with an inability to overcome, or even cope with the constant ongoing stressors that may certainly continue to occur in their life.

Research states that complex trauma negatively affects **specific areas of human functioning**, as described below:

- **Attachment**—difficulty with creating and or maintaining relationships
- **Biology**—increased physical and psychological medical problems
- **Ability to manage or regulate emotions**—difficulty identifying, expressing and/or controlling emotions.
- **Lack of ability to control behavior** —poor impulse control, eating and substance abuse, aggression, becoming self-destructive.
- **Inability to think clearly**—problems with perceptions, understanding, sustained attention.
- **Self-concept**—low self-esteem, guilt and shame.

It becomes clear that most of the symptoms are emotional-mental-social in origin, rather than biological. Without focused, individual medical interventions (both physical and emotional), it will be extremely challenging for the victim to transition successfully into a survivor.

What with the sordid nature of trauma as reported in this compendium, one’s first logical conclusion would be to believe that healing is impossible, or at the very least, extremely difficult. In the real sense, however, a plethora of remedial measures, such as. trauma informed care and trauma therapy do exist. These, with appropriate medical care and sustainable livelihood opportunities as well as sustained community support can help victims overcome trauma and empower them to towards new goals and aspirations for their life. Trauma-focused care includes individual and group therapy, including adjunct therapy programs (such as art, music, drama, dance, play, and equine therapy)—all focused on facing and defeating trauma’s negative impact on the individual.

Aside from this, all staff and volunteers in contact with survivors should be well trained and understand the impact of trauma on individuals, their communities, and their cultures through
trauma informed care. All of those providing services to victims, whether in a permanent or temporary role, should be trauma informed, aware and sensitive.

Some ways that one can prepare oneself to deal with a victim of trauma are:

1. Be trauma-sensitive (knowledgeable about trauma symptoms and concerns).
2. Strive to be emotionally mature.
3. Address and deal with any personal biases or prejudices (race, religion, age, gender, status/class).
4. Address one’s own past abuse/trauma(s).
5. Be patient, gracious, genuinely empathetic and caring.
6. Unconditionally love and accept the victims.
7. Be encouragers, seeking a positive, “strengths-based” environment.
8. Encourage survivors to participate in decisions that affect them and to make their own choices (“guide, but don’t decide”).
9. Be able to recognize and understand victims’ emotions providing an opportunity for them to observe and learn appropriate emotional responses.
11. Believe that healing is possible.
12. Have a positive perspective regarding counselling/therapy and be supportive of trauma therapy program.
13. Follow all agency and governmental guidelines, policies, and regulations.
14. Know the signs and symptoms of vicarious trauma, seeking preventative practices.
A. TRAUMA SYMPTOMS CHECKLIST FOR CHILDREN

The Trauma Symptoms Checklist for Children (TSCC) is a scientific tool used to measure the post-traumatic distress and related psychological symptomology. It is used to evaluate children who have experienced traumatic events, including childhood physical and sexual abuse, victimization by peers (physical or sexual assault), major losses, being a witness to other forms of violence, and natural disasters.

The TSCC covers a wide range of trauma symptoms that negatively impact the lives of children who have experienced any form of trauma. The TSCC contains 54 items or questions, which yield to six clinical scales (Anxiety, Depression, Anger, Post-Traumatic Stress, Dissociation, and Sexual Concerns) within two validity scales of Under-response or Over-response). The tool prepares the clinician to gauge the clinical concerns of the child being evaluated, while also determining when there is a possibility of a child under-responding or over—responding to the questions. There is a very natural inclination for children to hide information of their symptoms, or sometimes to over report, i.e., state that they happened more often than they actually did due to being overwhelmed by traumatic stress. The tool takes into account these trait of children’s behaviors.

We recommend that the TSCC be administered and scored by individuals who have formal training in clinical psychology, counseling psychology, or related fields.

The child report how often they have experienced the specific symptom or behavior pattern on a scale of 0-3. A score of 0 to 1, are low frequency scores, which is tell us that the child is not negatively affected by the incident, or is experiencing small levels of discomfort. A score of 2 and 3, tells us that the child is experiencing strong to severe levels of discomfort and inability to function and cope with everyday activities.

Best Practices:

- Find a quiet and confidential space where the tool can be administered.
- Explain to the child, that all information shared in the session will remain confidential. No information will be shared with the any outside party except for the following three reasons:
  i. If the child is hurting themselves.
  ii. If the child is hurting someone else.
  iii. If the child has intent to hurt themselves or someone else.
- Use child appropriate language when explaining sensitive symptoms and behaviors.
- Ensure that the child understands that you are there to help them. (Remember, that you are the expert in the room).
- Help the child understand that all these behaviors and symptoms are normal. And, as an expert, you can and will help work through them.

Please note, this tool is not a diagnostic tool. You cannot simply assess that a child is depressed or has Post Traumatic Stress Disorder upon completion of this tool. It simply provides guidance as to what clinical areas a therapist or counselor can focus on and create treatment plans for moving forward with the client. In cases where you see that scores of 3 and 4 are repeating for the child, it is best to refer the client to a psychiatrist who can provide psychiatric intervention if necessary.
<table>
<thead>
<tr>
<th></th>
<th>Trauma Symptoms Checklist for Children</th>
<th>Never</th>
<th>Sometimes</th>
<th>Lots of Times</th>
<th>Most of the time</th>
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<td>1</td>
<td>Bad dreams or nightmares</td>
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<td>2</td>
<td>3</td>
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<td>2</td>
<td>Feeling afraid something bad might happen</td>
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<td>1</td>
<td>2</td>
<td>3</td>
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<td>Scary ideas or pictures just pop into my head</td>
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<td>1</td>
<td>2</td>
<td>3</td>
</tr>
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<td>4</td>
<td>Wanting to say dirty words</td>
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<td>1</td>
<td>2</td>
<td>3</td>
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<td>5</td>
<td>Pretending I am someone else</td>
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<td>Arguing too much</td>
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<td>Feeling lonely</td>
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<td>2</td>
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<td>Getting sacred all of a sudden and don’t know why</td>
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<td>Getting mad and can’t calm down</td>
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<td>Feeling dizzy</td>
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<td>19</td>
<td>Wanting to yell at people</td>
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<td>Wanting to hurt myself</td>
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<td>21</td>
<td>Wanting to hurt other people</td>
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<td>Thinking about touching other people’s private parts</td>
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<td>Thinking about sex when I don’t want to</td>
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<td>2</td>
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<td>24</td>
<td>Feeling scared of men</td>
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<td>25</td>
<td>Feeling scared of women</td>
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<td>26</td>
<td>Washing myself because I feel dirty on the inside</td>
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<td>Feeling stupid or bad</td>
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<td>29</td>
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<tr>
<td>30</td>
<td>Forgetting things, can’t remember things</td>
<td>0</td>
<td>1</td>
<td>2</td>
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<td>31</td>
<td>Feeling like I’m not in my body</td>
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<td>1</td>
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<td>3</td>
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<td>32</td>
<td>Feeling nervous or jumpy inside</td>
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<td>33</td>
<td>Feeling afraid</td>
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<td>34</td>
<td>Not trusting people because they might want sex</td>
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<td>2</td>
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<td>35</td>
<td>Can’t stop thinking about something bad that happened to me</td>
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<td>36</td>
<td>Getting into fights</td>
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<td>37</td>
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<td>38</td>
<td>Pretending I’m somewhere else</td>
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<td>40.</td>
<td>Getting scared or upset when I think about sex</td>
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<td>41.</td>
<td>Worrying about things</td>
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<tr>
<td>42.</td>
<td>Feeling like nobody likes me</td>
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<td>43.</td>
<td>Remembering things I don’t want to remember</td>
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<td>44.</td>
<td>Having sex feelings in my body</td>
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<td>45.</td>
<td>My mind going empty or blank</td>
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<td>2</td>
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<td>46.</td>
<td>Feeling like I hate people</td>
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<td>47.</td>
<td>Can’t stop thinking about sex</td>
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<td>50.</td>
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<td>51.</td>
<td>Wishing bad things had never happened</td>
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<td>52.</td>
<td>Wanting to kill myself</td>
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<tr>
<td>53.</td>
<td>Daydreaming</td>
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<tr>
<td>54.</td>
<td>Getting upset when people talk about sex</td>
<td>0</td>
<td>1</td>
<td>2</td>
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</table>

0=Never
1= Sometimes
2= Most of the times
3= Almost all of the times
**B. MODEL MONTHLY COUNSELLING REPORT**

Name of the Counsellor: ____________________________ Date of Submission: ____________________________

**MONTHLY COUNSELLING REPORT**

<table>
<thead>
<tr>
<th>Name of the Child:</th>
<th>Gender:</th>
<th>Age:</th>
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<table>
<thead>
<tr>
<th>Dates of the session:</th>
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<th>Progress Notes:</th>
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<table>
<thead>
<tr>
<th>Set Goals for the Child/Next Session:</th>
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<table>
<thead>
<tr>
<th>Special Recommendations/Suggestions:</th>
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<table>
<thead>
<tr>
<th>Signature: ____________________________</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</tbody>
</table>
C. CASE STUDIES

Savita

Savita (name changed) was around 15-16 years when she was rescued from the sex trade by the police and placed in Prerana’s shelter facility.

It was a little after lunch that Savita was brought to the CCI by the police. Upon arrival, she was offered food and water. After Savita had eaten lunch and felt somewhat reassured, the social worker introduced herself and asked if she wanted to see the facility. Savita wanted to know how long she would be kept in the CCI. The social worker told her that she was to stay there until her family was traced and the CWC (children refer to it as ‘court’) passed an order for her discharge/restoration.

Once her question was addressed, Savita expressed interest in seeing the facility. Four of our older girls from the CCI accompanied by one of institution’s social workers showed Savita the facility, including Savita’s personal locker and sleeping space (bunk bed).

Savita seemed exhausted post the orientation, so the social worker asked if she would like to bathe and rest, to which Savita said she would like to sleep. After a two-hour nap, Savita had tea and snacks with the other girls. During that period, there were 46 resident girls in CCI between the ages of 12 and 19.

All CCI resident girls are provided with a welcome kit upon arrival. The kit comprises of toiletries, undergarments, bed sheet, 2 pairs of clothes, and the lock and key for her locker. Later, Savita was given her kit, introduced to the CCI team and informed about each member’s roles and responsibilities.

Next, she was informed about the rules of the CCI and told that she would be taken to the studio to get photographed (This is a precautionary measure to track missing or runaway cases. This is also a requirement as a part of the Juvenile Justice Act (Rules). The photograph would be kept in her case file. The prospect of stepping out of the facility for the taking of the photograph made Savita very happy.

Savita was also privately reassured that her identity would be kept confidential and she need not share any information about her past/background unless she wanted to.

The filling of the child’s case sheet by the social worker upon a new admission is essential protocol. Explaining the importance of case sheet to Savita, the social worker asked her to provide as much information as she was comfortable with. Savita asked if this could be done the next day; the social worker agreed.

THE MENTOR-MENTEE PROGRAM: Ensuring easy transition through handholding

Next, Savita was assigned a mentor. The mentorship process in the CCI is a volunteer-based program to help incoming children easily transition into the institution. A senior resident child mentors and handholds the newly admitted resident through the core values, norms, rules and culture of the institution, along with the resources in the facility.

On the second day after Savita was assigned a mentor, a girl approached the social worker and shared that Savita was asking her if she could arrange for tobacco. This news spread across the shelter, and became sensational gossip. Savita threw a fit and threatened to harm herself if she was not allowed to
leave. Needless to say, this issue needed to be handled with great patience and sensitivity. The social workers subsequently referred her to the de-addiction department at the local hospital to commence an arduous process for both parties.

Savita was very quiet for the first couple of weeks, not responding much to anyone and always wanting to know when she could leave. She did not disclose anything about her family or about her life in the sex trade.

She did not sleep much in the night and would sleep for long hours during the day. There were a few clashes between the other girls and her because of this. A social worker had to intervene and help the other girls understand that Savita would take some time to adjust to the institution.

Savita would panic and get angry every time she was ‘confronted’ by the girls over her sleep routine. She once got physically violent and verbally abusive with the girls. The social workers and the caretakers had a hard time trying to sort out the issue with the girls.

As a team working with children, we understood that Savita stayed up at night as that had been her routine in the sex trade. This was, however, difficult to explain to the other girls as not all girls in the CCI had been rescued from such a profession.

At this stage Savita was asked if she would like to talk to a counselor. As mental health, unfortunately, is still considered to be a stigma, Savita under the misconception of being perceived as ‘mad’ or ‘insane’ refused to do so.

We realized the probability of word-of-mouth influence by the other girls, who had, at times, mentioned that only those with “mental” issues were referred to the counselor. The actual role of a counselor had been discussed with the girls, but it was unsurprising that misgivings remained and that we had to understand that this was not a one-time discussion.

Efforts were made to convince her that counseling was a facility for every girl residing in the CCI to help them acquire a better understanding of their situation and develop a more fitting approach to help themselves deal.

It was also explained to Savita that it was completely natural to have problems and to discuss it with someone to find solutions. She was also told that sometimes these ‘problems’ were emotional in nature and that counselors were trained to work with people who had such problems. Additionally, the team told her that the counselor could better help her cope with her feelings of anger, fear, anxiety, shyness and panic.

Initially, Savita wasn’t convinced, but about a week later she approached the counselor on her own.

THE COUNSELLING: Providing Psycho-Social Support

Savita’s counseling sessions began. It took Savita two months to open up. She spoke about her family, stressing that she did not want to go home because she felt that they were the cause of all the ‘mess’ she was in.

Savita was further asked if she would like to enroll into the National Institute of Open Schooling (NIOS). Initially reluctant, she later agreed. She was given an orientation about the curriculum and assessment pattern in open schooling. She would, however, get very restless in the NIOS coaching classes and sometimes aggressive and abusive towards the others. Learning to read, write and do Math
was difficult for her. After discussion, she was assigned a volunteer who came to the institution thrice a week to help her with her formal studies.

During one of the sessions, the counselor asked Savita to consider enrolling in different activities at the shelter such as jewelry making, fitness training, computer soft skill training, spoken English classes, etc. It was also suggested to her that she could spend a couple of days in each class and then decide. Initially, Savita was reluctant, however, she eventually decided to give it a try. After spending time in each of the classes, she chose to attend jewelry and ‘Spoken English’ classes.

Just as Savita’s situation seemed to be improving, she started getting panic attacks. She would lose control of herself and faint while playing, studying or even on an outing with the other girls. She complained of blackouts lasting a few seconds. She frequently complained of stomach pain, headaches, and other unexplained ailments. She would often find it difficult to get out of her bed or feel panicked to go out of the shelter. This was a major hindrance in the path of preparing her for a career and eventually for an employment. Her trauma needed to be addressed.

In the process, looking at Savita’s worsening condition, the counselor referred her to a doctor at the Public Health Care Center and prescribed a few investigative tests. The social worker informed the doctor of her background and together they discussed on things that stirred anxiety, panic and anger in her along with other ailments, and therefore, the need to show sensitivity during their conversation.

**THE CHALLENGES**: External and Internal Barriers

From the moment a child is rescued till the time she rises above the trauma, every step is a challenge. However, there were certain difficulties that acted, more than others, as strong impediments to the healing process.

Once during the visit to the public health center, a staff member there asked Savita whether she was faking blackouts. This triggered an emotional reaction from Savita and it took a couple of sessions with the CCI in-house counselor to teach Savita to rationally respond to such questions.

On yet another occasion, a health worker in an external facility asked Savita if she had herself invited the trouble and implied that perhaps that was why she had ended up being sexually exploited. This further hindered our attempt to stabilize the situation. However, the counselor wisely used this incident to impress upon Savita to change the way she reacted to such remarks/situations. The counselor explained to her that it was going to be difficult for her to change the outside world or expect it to be sensitive to her all the time. However, she could change herself through introspection and accordingly respond while exercising control over her emotions.

During this period, Savita finally confided in the counselor. She shared her experiences in the sex trade (disclosure), including being betrayed, and the physical violence she had experienced. She also told the counselor nightmarish accounts of being confined and raped. She wished her stories to be kept confidential, but was given to understand that she may have to disclose some or all the things she had shared to other helping professionals in the system. The counselor also explained to her the reason for it. In one such subsequent meeting, the counselor also discussed with Savita the prosecution and how Savita will have to narrate the entire happening to the prosecutor and to the Judge, during the recording of evidence and cross examination.

During this phase, Savita went through a lot of emotional disturbance and needed a lot of support. She would also get anxious about her future and have bouts of eating disorder. Close to her testifying in the court, she started bedwetting (this was almost after spending 18 months in the CCI). Savita also shared
with the social worker and the counselor about experiencing flashbacks, nightmares, and intrusive thoughts.

**For collaborators and external service providers:**

As an organization, we realize our resource limitations and hence, understand the significance of collaborations. So, we network with other organizations that provide services for trauma victims, such as a neighborhood hospital providing specialized mental health services; in Savita’s case, to the psychiatric department of the local hospital for her enuresis (bedwetting). Bedwetting was affecting her self-esteem and impacting her response to other positive developments in life. She was experiencing shame and guilt which resulted in anger and withdrawal from peers. The counselor felt it was important that the bedwetting stopped; so, Savita was referred to a physician.

**THE PROGRESS: Savita today**

It has been 4 years since Savita came into our lives. As time passed, she began to realize that what happened to her was not her fault. She started interacting with more girls in the institution and reaching out to them on her own. She was also seen having conversations with the visitors to the institution. She also started talking about the things that were making her feel safe and stable. She laughed more and said she slept well.

Since then, she has testified against her perpetrators, completed her 10th grade through open schooling (NIOS) and finished a vocational course in beauty care. She works in a parlor now. Savita has moved from an assisted group living to an independent Group Home. She has requested the organization not to follow-up with her stating that she would approach the organization on her own if she needed help.

She is no more afraid of facing the world alone.
Naysa

Naysa was eight when she was rescued by the Mumbai police. The police had received a tip-off from staff at a drop-in center in Mumbai’s red light district. The information was about three young girls who were suspected of being sexually abused by a local man well known to their families. Naysa was the youngest of the three, all of whom had grown up in the red-light area. Naysa’s grandmother was a brothel keeper there, and the other two girls’ mothers were sex workers.

Naysa had given the police and social workers a very vivid statement about her abuse by the Accused in her case. Naysa also shared her experience of having to sleep under the beds in the brothel while other women serviced customers. She knew where her grandmother stored the money paid by the customers, as well as the street colloquialisms for prostitution. When Naysa would speak of what she had seen in the brothel and experienced through her own abuse, one would not be able to believe she was just eight.

Through Naysa’s statement, the police received ample information about the abuse, which included exposure to pornographic material on the Accused’s phone, oral sex, molestation and him forcing her to touch him inappropriately. As a means to keep Naysa quiet, the accused would give her 20, 30, or sometimes even 50 rupees which she would use at the local fair or for ice-cream. On one occasion, the Accused gave Naysa a necklace from his shop. These gifts were very obviously a strategy used to gain Naysa’s trust and ensure she wouldn’t divulge the details of her abuse, while also instilling fear in her.

Due to the Accused’s wealth and social standing, his arrest was met with a lot of resistance and detriments in the legal case and thereby created a need for the protection of Naysa. The Accused exerted heavy influence on the vulnerable families of the girls, causing them to become hostile as the case progressed.

Post rescue, Naysa was placed in a government shelter home for initial care and crisis care services as per the Juvenile Justice (Care and Protection) Rules (JJ Rules). The Child Welfare Committee (CWC) that managed her case was highly sensitive to Naysa’s needs, especially where her care and protection were concerned. Soon after her rescue, Naysa’s parents came to Mumbai to take custody of her. Naysa remained unusually distant from them at every production before the CWC. The members of the CWC and the social workers did not notice any attachment or affection displayed by the family towards Naysa, either. It became necessary to understand why their child was living with her grandmother in a red light area instead of with them.

The CWC, as per JJ protocol, ordered for a social investigation to be carried out in her home state of Karnataka. The social investigation report revealed that Naysa had four older siblings, making her the youngest. The family owned their house. Naysa’s father was an auto-rickshaw driver, and her mother a housewife. Other than her birth certificate and a few pictures, the family had no other proof of Naysa’s relationship to them. It was clear that she had been sent to live with her grandmother in Mumbai at a young age, despite the denial by her family.
All her older siblings were enrolled at the local school, and were living very normal lives in their home city. However, Naysa seemed to have been ostracized from the family and sent away to Mumbai. The social investigation report helped consolidate the fact that Naysa had been abandoned by her family, and was sent to the red-light area in Mumbai to be raised by her grandmother who was running a brothel. It was apparent that Naysa was going to need an immense amount of care, counseling, and support.

Within a few weeks, Naysa was shifted to another shelter home in the city. This Home did not normally take in girls who had been abused or exploited, but the facilities provided safety and security, as well as the opportunity to enroll in organized programmes including basic education. Naysa stayed at the Home for a few weeks, during which the CWC requested IJM to look for shelter homes in her home state of Karnataka where Naysa was to be transferred. The custody battle for Naysa continued during this time, and her safety remained a concern for all involved in her case. IJM staff were also intimated about the Accused’s repeated and persistent attempts to intimidate Naysa and her family while he was still in prison. This did not, in any way, deter the CWC’s continued protection of Naysa.

The IJM social worker and counselor were present with Naysa every step of the way. They supported her through the numerous sessions and helped her deal with the overwhelming process of giving her statement to the police, CWC productions, and even family visits.

Naysa was extremely creative and even when she was anxious, a blank paper and a set of crayons paled all her fears and stress. Colouring seemed to be her escape. Despite the arduous processes and protocol, Naysa never lost her innocence and joy. She found a way to find hope and meaning in everything that was brought to her in the process of her rehabilitation. She spoke excitedly about going to school and making friends. Even when her family visited her, and tried to sway her thoughts about the case or asked her to retract her statement, Naysa did not waver. She was not afraid. Her strength steeled her resolve to fight for justice.

Within two months of her rescue, Naysa was shifted to the government home in Bangalore. The local CWC in Bangalore took special interest in her case, and made the effort to educate themselves on the facts and laws to keep her safety at the forefront of the case. They requested IJM to continue to look for more suitable homes where Naysa could pursue a formal education.

Soon after, Naysa’s family approached the CWC in Bangalore and appealed to them for her custody again. The social inquiry report, however, once more held in good stead, proving that Naysa’s safety was to be of utmost priority. The family was nonetheless sanctioned supervised visits in the CWC premises. Naysa continued to remain distant from her family during these visits.

In the meantime, IJM found a suitable private run home for Naysa in Bangalore. Naysa moved to this home a month after her shift to Bangalore. The casework managers from IJM would have monthly check-in calls with her, and visited with her once every three months. Through the entire process the CWC was kept informed on all of Naysa’s progress. The superintendent of the shelter home took responsibility for Naysa, and enrolled her in a school right away. Naysa was thrilled to be in a school uniform and performed well from the start. A child psychologist took on Naysa’s case while she was in
Bangalore, and provided counseling support to her. The counselor met with Naysa on a weekly basis and helped her process the trauma she had experienced. The therapeutic process helped Naysa re-build her trust, and strengthen her relationships with the staff at the home as well as helped her to make new friends.

In June of 2014, Naysa’s case was tried in court. Naysa returned to Mumbai to testify in her case. By then, Naysa had then lost touch with the regular court and CWC processes, although she remained immediately anxious to speak when asked about the accused, her statement, and other details of the case.

As she was briefed on the court proceedings she shut down every time she was asked for specific details that were crucial to the case. Social workers were required to spend time with her over the course of a few days, and rebuild their relationship with her. The counselor provided her with time and space to be comfortable through grounding exercises to ease her anxiety. This established that she was indeed safe and that no one would harm her in the court.

In true Naysa fashion, the one thing that brought her back to feeling empowered and confident about testifying was an art therapy session. Once Naysa began to color her blank page, she opened up again. The bright young girl from the day of rescue was back. When asked by the counselor if she would be able to identify the accused in court, Naysa said, “Don’t worry didi, I will recognize him.” In her own way, Naysa was determined to get justice.

The trial was held in the Special Protection of Children from Sexual Offences (PoCSO) Act, Court. The Accused was represented by a highly influential and reputed senior lawyer. The lawyer tried his best to question the credibility of the witnesses, but all the witnesses corroborated each other on the material aspects of the case. Only Naysa, then at age nine, boldly stepped forward to testify about what she had been through. Despite not having anyone she trusted or recognized in court, Naysa testified courageously. She completed her statement, and identified the evidence that were collected from the Accused at the time of arrest. She also boldly identified the Accused in court. She rose above the circumstances and the fear of the legal process, and emerged stronger than before.

After her testimony Naysa returned to Bangalore, and life went back to the way she preferred it-s school, friends, and a safe place to call home. On 29 March 2016, the Judge of the Special PoCSO Court convicted the Accused in Naysa’s case. The Accused was convicted under Sections 8, 10 and 12 of PoCSO, Sections 354 and 506 of IPC, and Section 67 of Information Technology Act. He was sentenced to suffer Rigorous Imprisonment of 6 years and a fine amount of Rupees One Lakh and Thirty Nine Thousand to be given to the victim, Naysa.

It will soon be two years since the conviction in Naysa’s case. Currently, Naysa is in Class five. She is very fond of music, and is learning to play the guitar. Naysa loves to sing and dance, and participates in all the cultural programs in her school and at the home where she stays. She is excelling in her academics, and wants to be a police officer when she grows up.
The role of the CWC in this case was crucial to Naysa's successful rehabilitation. Without the initiative taken by the CWC in Mumbai, Naysa would have just as easily been returned to her parents. The additional care taken by the CWC in Bangalore ensured that Naysa was protected even when she was returned to her home state. In Naysa’s case the CWC was not only diligent in asking for facts of the case and a home investigation, but they also took cognizance of the information and made decisions to protect the child victim. Thus the dedication of the CWC members in both cities has to be commended and exemplified across the country.
Role of Voluntary Organisations in Supporting Children in Need of Care and Protection
ROLE OF VOLUNTARY ORGANISATIONS IN SUPPORTING CHILDREN IN NEED OF CARE AND PROTECTION

Children’s rights deal in particular with the human rights of children with attention to the right to special protection and care afforded to minors. This is because millions of children are affected daily by different situations which make them susceptible to abuse and exploitation.

To protect these rights of children, voluntary organisations play an important role in supporting children in need of care and protection. They play an instrumental role in the Juvenile Justice system and assist in care and rehabilitation of children in some of these ways:

- respond to a child’s wellbeing and protection concerns through reporting and service provision
- support the Child Welfare Committees by way of conducting Home Studies, Social Background enquiries, counselling and rehabilitation services
- provide care and support services to children, young people and their families who are passing through the Juvenile Justice System
- spread and promote awareness about existing laws and rights of the children
- provide any other support as and when possible as per capacity of the organisation.

There is a need for participation from all government and non-government organizations to work in tandem to help all children who are vulnerable and abused. No one group can accomplish this by themselves. The Juvenile Justice system needs to be supported by NGOs in assisting the government machinery for the provision of a suitable and child-friendly environment for the children who enter the system.

In this section, we will look at some of the important ways that NGOs can help in the JJ System and the best practices for an organisation producing the child before the CWC

Producing the child before the CWC

On noticing a child in need of care and protection, a concerned citizen, an NGO, or the police can inform the CWC or bring the child before the CWC. The child him/herself can also come before the CWC. The person/organisation producing the child must ensure and assist in the following:
**Producing the child** - While producing a child, a detailed form as given by the Model Rules should be filled by the person/organisation producing the child. The social worker/organisation/police must ensure that all available information of the child is filled properly. It should be explained sensitively to a child that the CWC is not a court made to punish him/her. This It is of utmost importance that the child is made to feel safe and comfortable.

**Ensuring age verification and medical examination** - Once the child is produced before the CWC, the Committee will pass interim orders for the child. If required, voluntary organizations may assist with and follow-up on the age verification and medical examination orders that are passed by the CWC.

**Ensuring Comprehensive Investigation** - The CWC directs for a comprehensive investigation to take place before making the final order for the Child. In the event that a voluntary organisation is providing support to the Child, the organisation may also provide support by becoming support person, conducting social background investigation, ensuring vocational and alternate placement of the Child through schemes like Bal Sangopan Yogana etc.

**Ensuring Individual Care Plan for the child** - Based on the processes of home inquiry and discussions with the child, the CWO/PO prepares the individual care plan & rehabilitation plan for the Child. NGOs who assist with counselling and other work at the CCI should provide all available information to the CWO/PO.
BEING A SUPPORT PERSON UNDER POCSO RULES, 2012

Who is a support person?

Every CNCP who has been a victim of sexual abuse and exploitation must have access to support services which provide information, emotional and psychological support and practical assistance which are often crucial to the recovery of the child and help him/her to cope with the aftermath of the incident. The Protection of Children from Sexual Offences (‘POCSO”) Rules, 2012 introduces the concept of a support person to provide support to the child through the pre-trial and trial process. The support person can be a useful intermediary between the authorities and the child and may be appointed either by the CWC or by the child and his/her family themselves.

The primary responsibility of the support person or the social worker/ CWO/PO/ (NGO) or any other person found fit by the CWC is to protect the child and the child’s interests during contact with the Juvenile Justice System and to promote the well-being of the child. In general, the child’s interests are the paramount consideration.

Under Rule 4 (9) and (10) of the POCSO Rules, 2012 the Special Court is to be informed by the SJPU or local police station about the appointment and termination of support person. This shows that the support person also has a role to play before the Special Court. The support person may be called upon by the Special Court to ascertain information about the child, such as whether the child is in a safe and protective environment, preferences of the child in each situation, verification of statement of child etc. As the support person is required to assist the child through the entire process, he/she should also be present each time the child is required to attend before the Special Court.

Who maintains a list of Support Persons?

The DCPU and the CWC should maintain a list of persons/ voluntary organisations who may be appointed as support person to assist the child. This could include the following:

i) Persons working in the field of child rights/ child protection

(ii) Organisation working in the field of child rights/ child protection, including Childline and its support organisations
iii) Officials of a CCI

iv) Persons employed by the DCPU, including: (a) Legal-cum-Probation Officer (b) Social worker (c) Outreach worker (d) Counsellor

The CWC may appoint any professional or any other person as a support person in the best interest of a particular child. However, in such cases, the CWC must ensure that there is no conflict of interest in the appointment of the support person, and must also give its reasons in writing for having appointed as support person such professional or person.

**Can a support person be terminated?**

Rule 4(10) of the POCSO Rules, 2012 provides that the services of a support person may be terminated by the CWC upon request by the child or his/her parent or guardian or person in whom the child has trust and confidence, and that the child or person requesting the termination is not required to give any reason for this request.

**What is the Role of Voluntary Organisations and Support Persons?**

The *User Handbook on Protection of Children from Sexual Offences Act, 2012 by the National Commission for Protection of Child Rights* states that the “Support Person” may be engaged during any of the following stages:

**A:** From the time of registration of the complaint (*parents might approach or the Child Welfare Committee (CWC) might ask the Support Person to intervene*)

**Role at the time of registration of complaint**

- Accompany the parents/guardians to the police station to register the complaint
- (make sure you do not take the child to the police station)
• Approach the nearest CWC to get an official order appointing you/your agency as a support person in the case
• Be present through the statement recording of the child
• Be present through the medical examination of the child
• Conduct a thorough needs assessment/home study of the child with the prior permission of the CWC
• Support the child throughout the process of investigation & trial in courts
• Work towards a comprehensive care plan and long term rehabilitation of the child

B: After the complaint has been registered and the case comes to the notice of the CWC

Role after the complaint has been registered

• Be present through the statement recording & medical examination (if it has not been done already)
• Approach the nearest CWC to get an official order appointing you/your agency as a Support Person in the case
• Conduct a thorough needs assessment/home study of the child with the prior permission of the CWC
• Support the child throughout the process of investigation & trial in courts
• Work towards a comprehensive care plan and long term rehabilitation of the child

What are the Steps to be followed by Support Persons?

• Build rapport with the child, build the trust and confidence of the child and the family as you start interacting with them. Remember that the abuser has broken the trust of the child, and thus, it is going to take time for the child to trust another adult who is practically a stranger.
• Legal Proceedings: Inform the parents/guardians of the proceedings of the case with details of available assistance, judicial procedures and potential outcomes of the case.
• Inform the child of the role he/she may play in the judicial process.
• Constantly communicate and convey to the relevant authorities the concerns of the child/ family, if any, regarding his/her safety.
Important Points for Voluntary organisations to remember

1. **At the time when the child is brought into the JJ System:**

   i. If the CWC is in session, the child will be produced directly before the CWC.

   ii. If the CWC is not in session, then the child:

      a. will be taken to a place of safety within 24hrs (excluding journey time);

      b. this child must be produced before the CWC in the next sitting. The place of safety for a child could be Reception center; Shelter Home, Special Adoption Agency (SAA), Children’s Home or other ‘fit’ institution;

   • If the producer of the child is a person other than the parent, the report submitted by the producer of the child must contain the following information:

      ➢ The circumstances under which the child came to the person producing the child.

      ➢ Whether the child was placed in a place of safety within 24 hours and produced before the CWC at its next sitting. In case the child is below 2 years; he/she need not be produced before the CWC for the first hearing if the child is ill, hospitalized or not in a position to travel a long distance.

   • A social worker or organisation’s responsibility should not be limited to the production of a child before the CWC. They should continue to assist the child and support him/her in the other processes as well.

2. **During the Inquiry Stage**

   i. The organization supporting the CWC must specify its ambit and limitations to the CWC before offering to take the role of support person or an order to conduct Social Investigation.
ii. Organisations offering Counselling support must provide timely counselling reports to the CWC and the CWO/PO of the CCI. For providing such services, permission must be taken from the CWC.

iii. It is advisable that all stakeholders providing services should have a meeting once a month with the CWC to discuss challenges and developments.

iv. Organisations offering support to the CWO/PO must discuss the case with them regularly but keep in mind that the confidentiality of the child is protected at all times.

v. Utmost importance must be given to the wishes of the child. The child’s wishes and ambitions must be taken into consideration while creating the Individual Care Plan and providing services.

3. **Final Order Stage and Follow up**

i. If the CWC passes an order for follow up and directs an organization to do so, timely follow up reports must be submitted to the CWC in the prescribed format.

ii. Institutionalisation is the last resort and hence all options should be seen to suggest the placement of the child with the family and in cases where the family is not fit, in alternate care such as foster care and other such options.

iii. Follow up of the child must include speaking to the child and ascertain the child’s development and happiness.