

**“ Modified Guidelines for the formation and strengthening of “Child Protection Committees” in West Bengal**

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

## Guidelines for Child Protection Committees

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

### **I Introduction to Child Protection Committees (CPC)**

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

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

#### **Level 1: Samsad or village level**

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

**Level 2: Block/Ward Level (Ward in city):** The constitution of both these committees will be different considering the administrative setup of rural and urban areas.

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

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

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

\*The word DCPU will replace DCPS throughout the guidelines

## 2 Composition of Child Protection Committee

### 2.1 Composition of the Village Child Protection Committee at Gram Samsad level:

Sl. No.	Suggested Members	VLCPC	Designation
1	Children Representative (12-18 yrs) If Children Group exist in the community, then the Children Group will nominate, otherwise School Teacher will nominate the children)	2	Member
2	Anganwari Worker	1	Treasurer
3	School Teacher (Local School) (to be nominated by the school inspector)	1	Member
4	Auxiliary Nurses Midwives (ANM)	1 or more	Member
5	Community Based Organisation/NGO/VHSC/Women Self Help Group (Chairperson to Decide with Secretary)	2	Member
6	Reputed and Respected person from Community (Chairperson to decide with Secretary- BWO/FCWO/Social Workers or Out Reach Workers of DCPU may be considered)	2	Member
7	Elected Representative of village (Chairperson to Decide with Secretary)	1	Member
8	Head of Local Panchayati Raj Institution (Pradhan)/his or her nominee	1	Chairperson
9	Parents from School Management Committee (Chairperson of SMC to decide with Secretary)	1	Member
10	Anganwari Supervisor (CDPO to Nominate)/Block Welfare Officer/Social Worker/Outreach Worker (Contractual)	1	Convenor/ Member Secretary
11	Representatives from weaker section (SC, ST, Minorities, Physically challenged) (Chairperson to decide with Secretary)	2	Member

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

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

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

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

Sl. No.	Suggested Members	BLCPC	Designation
1	Block Development Officer	1	Member Secretary
2.	Child Development Project Officer	1	Member
3	Block Welfare Officer	1	Treasurer
4	Sabhapati Panchayat Samiti	1	Chairperson
5	Representative of District Child Protection Unit (DCPU) (Nominated by District Magistrate)	1	Member
6	Chairperson of VLCPC- Pradhan (Head of Panchayat)	All	Member
7	Child Representative (Each meeting of BLCPC will invite 2 Child from VLCPC to be part of meeting, it will be on revolving basis to provide exposure of each VLCPC of block) The decision will be taken by Member Secretary)	2 or more	Member
8	NGOs/CSOs Representative (Nominated by Member Secretary with Chairperson, priority should be given to the NGOs working in the Block on Children issues)	2	Member
9	Representative of CHILDLINE (Nominated by CHILDLINE)	1	Member
10	Block Education Officer (as decided by BDO)	1	Member
11	Block Medical Officer of Health	1	Member
12	CWO of local Police Station	1	Member
13	Parents representative (Each meeting of BLCPC will invite 2 parents from VLCPC to be part of meeting, it will be on revolving basis to provide exposure of each VLCPC of block) The final	2-4	Member

	decision will be taken by member Secretary)		
14	PLV to be nominated by DLSA	1	Member
15	To be decided by Member secretary – Nari –O- Shishu Kalyan Karmadhyaksha/ Secretary of Karmadhyaksha /BWO may be considered)	1	Member
16	Labour Inspector of Block (to be nominated by Member secretary)	1	
17	Guest Advisor/member (Block Extension Officer, Industrial Development Officer to be considered) (To be invited by Member Secretary)	1	Revolving member

At least three seats will be reserved for female members including one girl as children representative.

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

Sl. No.	Suggested Members	WLCPC	Designation
1	For Corporation Borough Chairman/Municipality Chairman	1	Special Invitee
2	<b>CDPO / Assistant CDPO (to be nominated by District Programme Officer)</b>	1	<b>Member Secretary</b>
3	ICDS Supervisor (Nominated by DSWO and by CDPO for Kolkata)	1	Treasurer
4	Elected Ward Councillor	1	Chairperson
5	Representative of District Child Protection Unit (Nominated by DCPU)	1	Member
6	Child Representative (12-18 yrs) If Children Group exist, then the Children Group will nominate, otherwise School Teacher of local school will nominate) Revolving in case of more number of schools in ward	2	Member
7	NGOs/CSOs/Club/Youthcommittee Representative/women leader/ urban local body representative (if available) (Nominated by Chairperson)	2	Member

8	Member of Residential Welfare Association (RWAs) if available (Nominated by Chairperson)	1	Member
9	Representative of CHILDLINE (Nominated by CHILDLINE)	1	Member
10	Headmaster of Local school (nominated by Chairperson)	1	Member
11	Medical Officer In Charge (MOIC)	1	Member
12	CWO of local P.S (Nominated by Commissioner of Police)	1	Member
13	Parents representative (SMC member of school, nominated by Chairperson) Revolving in case of more schools in ward	2	Member
14	Labour Inspector (nominated by District Labour Superintendent)	1	Member
15	DLSA nominee	1	Member
16	Guest Invitee (Invited by Chairperson)	1	Revolving

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

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

### 3 Formation of Child Protection Committees

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

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

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

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

- ii. The follow-up letter by DCPU should be sent to make sure the nomination from relevant authority for membership in BLCPC has been received.
- iii. The DCPU should send the Letter to all BDOs for organising first meeting of BLCPC and asking the list of BLCPC along with the Minutes of meeting. The letter should include the meeting agenda and BLCPC guidelines. The timeline of 2 months or decided by DCPS to organise first BLCPC meeting.
- iv. The DCPU to make entry of all formed BLCPCs and send the information to SCPS for to update and record such information.
- v. The process of BLCPCs formation should be completed within 1-3 months or as agreed by SCPS.
- vi. The BLCPC will require handholding support from DCPU for formation and strengthening capacity of member. It is suggested that DCPU sets-up the agenda of first meeting of BLCPC that includes the VLCPC formation process.
- vii. It is suggested that the representative of DCPU is present in the first BLCPC meeting and elaborate about child protection and the formation process of VLCPC.
- viii. The first BLCPC meeting will have nominated members only, whereas the representation of children and parents will be incorporated after the formation of VLCPCs. The BLCPC at this stage should be considered as BLCPC formed.

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

- i. District Child Protection Unit will issue a letter to District Programme Officer (ICDS) to nominate CDPO/Assistant CDPO as the member secretary of WLCPC and initiate WLCPC formation process in the urban ward. The copy of guideline to form WLCPC and copy of simplified version of ICPS will be attached with the letter. The letter should be copied to all relevant authority for nomination of members and support in formation process of WLCPC. The timeline of 1-3 months should be provided or as per agreed by the SCPS and DCPU.
- ii. The follow-up letter by DCPU should be sent to make sure the nomination from relevant authority for membership in WLCPC has been received.
- iii. The DCPU should send the Letter to DPO (ICDS) to facilitate and organise first meeting of WLCPC and asking the list of WLCPC along with the Minutes of meeting. The letter should include the meeting agenda and WLCPC guidelines. The timeline of 1-3 months or as agreed by DCPU to organise first WLCPC meeting should be given.
- iv. The DCPU should make entry of all formed WLCPC and send this information to SCPS for update.
- v. The process of WLCPC formation should be completed within 1-3 months or as agreed by SCPS.
- vi. The WLCPC will require handholding support from DCPU for formation and strengthening capacity of member. It is suggested that DCPU sets up the agenda of first meeting for nomination of other representatives in the committee.