

GOVERNMENT OF WEST BENGAL
DEPARTMENT OF WOMEN AND CHILD DEVELOPMENT AND SOCIAL WELFARE
BIKASH BHAVAN, 10TH FLOOR, SALT LAKE, KOLKATA – 700 091.

No. 4714 – SW/JJA – 56/15

Date: 04/09/2015.

Notification

The Governor is pleased to approve of the *enclosed Guidelines for After Care of Children under ICPS* for the State of West Bengal after elaborate discussion with all stake-holders.

The Notification will take immediate effect.

By order of the Governor

Sd/-

Secretary to the
Government of West Bengal

No. 4714/1(72) - SW

Date: 04/09/2015.

Copy forwarded for information to :

1. The Joint Secretary to the o/o the Hon'ble Chief Minister, West Bengal. Nabanna, 325, Sarat Chatterjee Road, Howrah-711102.
2. The O.S.D. to the Chief Secretary to the Govt. of West Bengal. Nabanna.
3. The Secretary, NCPCR, 5th floor, Chanderlok Building, 36, Janpath, New Delhi-110001.
4. The Registrar, Supreme Court, New Delhi - 110001.
5. Joint Secretary, Ministry of Women & Child Development, Govt. of India, Room No.607, A-Wing, Shastri Bhawan, New Delhi-110001.
6. The Chairperson, WBCPCR, ICMARD Building (9th floor), Block-14/2, CIT Scheme-VIII(M), Ultadanga, Kolkata-700067.
7. The Registrar, High Court of Calcutta, Kiran Shankar Roy Road, Kolkata-700001.
8. The Director of Child Rights and Trafficking, West Bengal - She is requested to circulate the guidelines to all concerned.
9. -28 The District Magistrate,.....(all).
- 48-67 The Chairperson, CWC.....(all).
68. The Commissioner, W&CD&SW Deptt.
69. The Joint Secretary (ICPS) of this Deptt.
70. The P.S. to HMOS(IC) of this Deptt.
71. The P.S. to Secretary of this Deptt.
72. The P.S. to O.S.D. & E.O. Secretary, CD Deptt.



Deputy Secretary.

Department of Child Development, Department of Women
Development and Social Welfare
Government of West Bengal

Guidelines For After Care of Children under ICPS

CHAPTER I

INTRODUCTION

1. INTRODUCTION/PREAMBLE:

These guidelines are based on the Juvenile Justice (Care and Protection) Act 2000, Integrated Child Protection Scheme, UN Guidelines for Alternative Care 2009 and on the UN Convention on the Rights of the Child. The West Bengal State guideline has been formulated by the Department of Child Development and Department of Women Development and Social Welfare keeping in view the major contents of the guidelines framed by the Ministry of Women and Child Development, Government of India, after having consultations with the Superintendents of Child Care Homes, Government officials and experts etc .

In all After Care procedures, the best interest of the child shall be the paramount consideration. It is important that the highest possible standards of practice are followed, within accepted principles. These guidelines, which incorporate the best of practice and principles, can be helpful in achieving this.

The child has the right to be consulted and to have his/her opinion taken into account in any matter or procedure affecting him/her.

2. WHAT IS AFTER CARE?

The State Government is mandated by the Juvenile Justice (Care & Protection of Children) Act, 2000 vide Sec 44 to set up an after care programme for care of juveniles or children after they leave special homes and children's homes to facilitate their transition from an institution-based life to mainstream society . In the context of these guidelines, After Care is the provision of care for all children, including children with special needs, after they have reached the age of 18 years, and are discharged from Children's Homes/Special Homes. Children who have completed 18 years may be referred to as "young adults". It is to help prepare these young adults to sustain themselves during the transition from institutional to independent life. The objective of after care is to enable such young adults to adapt themselves to society and to encourage them to move away from institution based life.

After care is an important final stage in the continuum of care, as it ensures smooth

rehabilitation and reintegration of a child in need of care and protection/conflict with law as she/he steps into adulthood. This is especially required if a child has gone through a long period of institutionalization, which is likely to result in lack of social adjustment.

Under ICPS, After Care services will be provided through the Institutional Housing model of care, details of which are at Guidelines For After Care of Children under ICPS Chapter II.(Revised guideline of ICPS Annexure-I (Table 5.2, S.N. 13 After Care Fund Rs 30,00,000/- per annum).

3. CRITERIA FOR SELECTION OF CHILDREN/YOUNG ADULTS:

a) Children going to complete 18 years of age in the Children's/Special Home, without any family fit to take care of them and who is willing to undertake the training in After Care will be considered for After Care programme.

4. DURATION OF AFTER CARE:

After care services may be available to young adults up to a period of 3 years or until he/she has reached the age of 21 years, whichever is earlier.

5. FINANCIAL NORMS:

Financial assistance per month per young adult will be provided as per ICPS norms applicable at that time for meeting the basic needs including food, clothing, health care and shelter; age appropriate and need based education and vocational training and any other requirements (as per Annex II). The State Government may provide additional financial support to augment this amount.

6. IDENTIFICATION AND SELECTION OF AFTER CARE ORGANISATIONS:

i) The DCPU shall form a committee comprising of the DSWO (Chairman) DCPC (Member-Convenor), PO-IC and PO-NIC, and a member of the CWC, which will identify suitable Government and voluntary organisations to run the After Care programme. The list of identified organisations will be placed before the Chairman DCPU for approval through the Secretary DCPU. This list will thereafter be made available to the CWC/JJB.

ii) Criteria for selection of After Care Organisations:

- Preferably run by the State Government but also by reputed NGOs
- The Organization should be registered under the JJ Act.
- Five years of experience in management of a Home
- Minimum three years of experience in assisting children with vocational training
- Minimum three years of experience in placement of children in jobs,

apprenticeships etc.

- A well established Counselling programme

CHAPTER II

PROCEDURE RELATED TO PLACEMENT IN AFTER CARE

7. PRE PLACEMENT SERVICES:

i) Identification and recommendation for After Care by Child Care Institution (CCI):

When any child in the Child Care Institution (CCI) completes 17 years of age, the CCI would assess whether he/she would be able to adjust to an independent life in the society once he/she leaves the Institution. In case it is felt that a young adult would find it difficult to live without support, such a young adult would be considered for After Care services.

The CCI will prepare a list of such young adults every quarter and send a request to the DCPU for arranging support under the After Care component to the Protection Officer, Non-Institutional care (PO-NIC)/Probation Officer, details of which are at **Annex II**.

ii) **Preparation of young adult by CCI:** The CCI shall, through counselling support and other programmes, prepare the young adults for life outside the Institution and for the After Care programme. The process of transition from institutional care to after care should take into consideration the gender, maturity and particular circumstances of the child. Young adults leaving institutional care should be encouraged to take part in the planning of their own after care. An aptitude test /career guidance should be done by the counselor of CCI/DCPU with the help of a technically qualified person/agency before placing the young adult into appropriate after care programmes.

iii) **Release of Young Adults who are unwilling to join After Care:** Cases of Young Adults who have completed 18 years of age and are unwilling to join after care will be disposed of by the concerned CWC and they will then be released by the CCI. Such release will be uploaded in the Trackchild portal.

The case history of the child will be prepared by the social worker/case worker in the CCI

iv) **Scrutiny of Documents by DCPU and Finalisation for After Care Placement:**

Protection Officer (Non Institutional Care)/Probation Officer will scrutinise the documents for eligibility of children, recommended by the CCI. The list of children would then be placed before the After Care Approval Committee, to be formed in every district, to implement and monitor the After Care programme and would consist of the following members:

- District Magistrate and Chairperson, DCPU---Chairman

- DCPO---Member Convener
- Chairperson or/his or representative of CWC---Member
- Chairperson/his or representative of JJB---Member
- PO(IC)---Member
- PO(NIC)---Member
- Superintendent or his/her Representative of the concerned CCI (where the young adult is staying at the time of approval)---Member
- One technical expert in the field of vocational training, preferably from a government department/undertaking, to be nominated by Chairman, DCPU

The After Care Approval Committee (ACAC) will hold its meeting in every quarter or as and when required to review each recommendation and approve After Care placements of the cases found deserving by it. Duration of After Care services shall be reviewed by ACAC on a case to case basis depending on the young adults' need for such care, but not exceeding three years.

v) Placement order by CWC/JJB

After approval from ACAC, the list of young adults will be sent to the CWC/JJB through PO(NIC). The CWC/JJB may examine each case submitted by PO (NIC) regarding the suitability of placement into after care. The CWC may interview the young adult to take his/her consent. Based on the individual requirement, CWC/JJB will make an order in prescribed format given in WBJ. J. Rules, 2009 [Form XIX] for placing the child reaching 18 years of age under the After Care programme. A copy of this order shall be sent to the DCPU, which shall facilitate the actual placement, release of funds and monitoring the well being of the young adult.

vi) **Placement of young adult:** DCPU will co-ordinate with CCI and the After Care organisation for placement of the young adults within 30 days of their reaching the age of 18 years. The CCI shall prepare a case history of the child being transferred to after care and hand it over to the After Care organisation.

8. POST PLACEMENT SERVICES

i) **Release of Grant:** Once the CWC/JJB has approved the case, the DCPU will release the grant on a quarterly basis to the After Care organization for each child, and maintain records of the same.

ii) Preparation of Care Plan for the Child by the After Care Organisation

The main focus of after care should be to help the young adults gain skills for increasing their employability and enable them to adapt to life in the society. The After Care organization should provide bridging services for transition of the child from institutional care to an independent/self-sufficient life.

The organization will draw an individual care plan for each young adult based on the case history given by the CCI and will update the same, if the care plan for child has already been made. The type and duration of support would vary according to the needs and circumstances that he/she may have been through in the past. These circumstances would include the length of stay in an institutional environment, the kind of treatment he/she may have received there.

9. MONITORING AND REVIEW:

i) **Tracking progress of child:** the After Care organisation will maintain individual case files for each young adult placed in after care. PO (NIC)/Probation Officer will make quarterly visits or as and when required to the after care facilities and assess the social, vocational and educational progress of the young adult to determine whether necessary and appropriate services are being provided. The PO would also meet the young adult and discuss the progress with him/her. During the visit, the PO will also note the general well being and health of the young adult and the general environment and upkeep of the place where he/she is living. All records of these visits will be maintained and updated after each review and assessment is completed.

Quarterly review of the young adult in after care will also be conducted by the CWC/JJB and the same will be placed before ACAC meeting. The ACAC will monitor and assess the progress of the young adults and may include one representative each from the Department of Industry, Health and a reputed NGO.

ii) **Monitoring of After Care Organisation:** The After Care organisation will be required to submit a statement of accounts to the DCPU every six months and an annual audited statement. They will also send a quarterly progress report for each child with the following information:

- Educational status (If child is studying)
- Health status (Specify in case of any health problems)
- Vocational Training(Specify the training and level)
- Employment status

- Trainings attended (Life skills etc.)
- Mention the general progress of the young adult and his/her psycho-social development

The Organisation will also inform the DCPU if they have established any linkages with the corporate sector, NGOs and any civil society organisations for placements of the young adult.

iii) **Records to be maintained by DCPU:** The PO (NIC) of the DCPU will maintain –

(1) Master Register of young adults covered under the aftercare program. This register should provide a disaggregated picture of the whole process including:

- a) Date of placement,
- b) Gender
- c) Age with of date of birth of child at time of placement
- d) Parental status
- e) Date of completion of after care

(2) Individual file of every young adult placed in after care: This should have the following details and documents:

- a) Individual care plan envisaged at time of placement
- b) The placement order of the CWC/JJB
- c) Number of visits by Social Workers of CCIs, PO (IC), Probation Officer to assess the child and young adult's educational level, vocational level and significant details of each visit.
- d) Observations made at the time of each review of the placement in terms of extent and quality of compliance with care plans.
- e) Date and reason for completion of after care

Submission of Annual report to the DCPU and SCPS: The PO (NIC)/Probation Officer of the DCPU will prepare a consolidated annual report which will be placed before the District Child Protection Unit (DCPU), ACAC and the State Child Protection Society (SCPS) for review in order to ascertain the young adult's progress and the After Care organisation's efforts at meeting their physical and psychosocial needs.

10. TERMINATION OF AFTER CARE:

In the circumstances enumerated hereunder, the After Care organisation shall propose termination of after care services, of identified young adults, to the DCPU, and after

verification of the details submitted, the DCPO shall recommend the case to ACAC for approval and thereafter the PO(NIC)/Probation Officer will refer the case to CWC/JJB for final termination orders.

- If the young adult has found suitable employment and a place to live before attaining 21 years of age.
- When the young adult has completed 21 years of age, regardless of whether he/she has got employment or not.
- In case it is found by functionaries of the After Care organisation or DCPU that the young adult despite receiving counseling/assistance is
 - Displaying lack of interest in vocational training/education etc.
 - Regularly breaking discipline
 - Picking fights with other residents, neighbors', staff etc.
 - Spoiling the atmosphere of the Home by his/her behaviour
 - Becoming a negative influence on other residents due to his/her habits such as drinking, drug abuse etc.
- In case of girls, if it is found that there is no family support or fails to get a suitable employment, she may be referred to Short Stay Home/Swadhar Homes or such other home considered suitable by the concerned Department of the State Govt for shelter and continuation of vocational training.
- In case girl/boy gets married
- If the young adult is absent for more than 15 days without permission
- In case of CWSN, he/she may be referred to the Office of the Commissioner of Disability for suitable training and employment.

CHAPTER III

SERVICES AND MODELS OF AFTER CARE

11. SERVICES TO BE PROVIDED BY THE AFTER CARE ORGANISATION

The After Care Organisation shall essentially provide for every child:

- Shelter facility, for a maximum period of 3 years as per institutional model
- Professional emotional and psychological counselling on a weekly basis.
- Health care through tie ups with nearby medical centres/doctors
- Vocational training facilities through tie ups with educational institutions through CSR (training and absorption) teaching certified skill development courses under 'National

Skill Development Programme" implemented by the Departments of Technical Education, Backward Classes Welfare, Minority Affairs etc/, Jan Sikshan Sansthan (JSS), Swabalamban, Support for Training and Employment (STEP), wherever possible and other recognised vocational training institutes. The aim is that the child is prepared for employment through a certificate course and can be gainfully employed thereafter on this basis.

- Assistance in opening bank accounts and for getting identification such as "Aadhar" number, ration cards, voting cards, etc.

In addition the above, assistance would be provided for the following:

- If the child is interested in education, in addition to the vocational training, he/she may be encouraged /assisted to pursue the NIOS programme.
- Training, apprenticeships and placement in collaboration with professional agencies and Corporates. This may include convergence with Labour Department and other agencies for skill development.
- Arranging loans for entrepreneurial activities along with professional advice and training
- Peer counselling
- Legal services that may be required by the child through DCPU or linkages with other organisations.
- Computers, recreational material and other facilities at the place of stay.
- Specialized counseling services in polyclinics may be provided to those children who have disciplinary issues, problems of substance abuse, frequent absenteeism etc. so that they can be mainstreamed into society.

12. MODELS FOR AFTER CARE:

i) **Option I:** The DCPU will identify an existing Children's Home which is run by the Government / NGO, where a portion will be earmarked for After Care having separate building with other facilities to avoid interaction with the children in Children's Home.

Living Arrangements:

There will be a common kitchen for all the children. The institution may have a maximum of 25 children. Here, the home is run by the after care organisation including, housekeeping, kitchen etc. However, day to day management could be done by children's committees. The organization will ensure that all meals and daily needs are provided for the children and that the children are following the plan prepared for them. Children could be encouraged to participate in cooking, cleaning, gardening etc.

ii) **Option II:** Dedicated institutions for After Care with maximum capacity of 100 children can be considered in case it is available in strategic locations as decided by the DCD & DWD&SW, Govt of West Bengal.

Living Arrangements: The children will stay in larger accommodation, with dormitory style arrangements. There will be a common kitchen for all the children. The institution may have a maximum of 100 children. Here, the home is run by the after care organisation including, housekeeping, kitchen etc. However, day to day management could be done by children's committees. The organization will ensure that all meals and daily needs are provided for the children and that the children are following the plan prepared for them. Children could be encouraged to participate in cooking, cleaning, gardening etc.

13. FACILITIES:

The following facilities must be provided for the young adults irrespective of the model adopted.

i) Counselling: Individual and group counselling will be provided on a regular basis to ensure that the children are able to adjust to their new surroundings and peers. As the children would have been in institutions for long periods of time, counselling is essential for emotional and social development. This is to help in building their self esteem, build relationships and for their reintegration into society.

Counselling is also required to assist the children in adjustment to jobs and work environment.

ii) Savings: The children would be encouraged to save their earnings which can be used later. The Organisation will help all children to open an individual bank account which they can operate independently.

iii) Vocational Training: All children will be facilitated to join a suitable vocation, enroll in certified skill development courses under "National Skill Development Programme"/ITI, Jan Sikshan Sansthan (JSS), Swabalamban, Support for Training and Employment (STEP), wherever possible or assisted in getting job placements through CSR (training and absorption) which are suitable for them. This is to help them to become financially independent. Appropriate vocational training facilities should also be made available for children with special needs depending upon their capabilities.

iv) Linkages with Corporate sector and Civil Society groups: The after care organization must establish and build a network with companies, NGOs, SHGs where the youth can be placed or trained as apprentices.

v) Identity: As children who have been in institutions do not have any proof of identity, it is essential for the after care organization to help in getting a voter card, Aadhar number or any

other relevant documents which they will require for their future life.

vi) Health: The after care organizations must hold regular health check up camps and awareness camps for all youth at the programme. The aftercare organisation should have linkages with a nearby doctor/hospital which the child can access on his/her own in case of illness.

vii)Volunteers: Volunteers can play a major role in the after care system. A volunteer programme is recommended for all after care organizations to help the youth in their education programmes, language and social skill development, placements, recreation etc. Peer volunteers can also be involved in this programme. Volunteers should also be involved in programmes for children with special needs.

viii) Life Skills Programmes: Regular camps and programmes are required to be organized for the youth at the after care organizations to help in their adjustment to society. This will include sessions on decision making, problem solving, sex education, coping with stress, etc. Information on social, legal and health services available should be given.

ix) Monitoring and follow up: The organization will ensure regular visits by the social worker/outreach worker of DCPU to After Care organisations to make certain that the children are adjusting to their home and that the organisations are functioning well. Weekly sessions will be held with all children in after care at a common place so that the children get an opportunity to meet with their peers and with those who are now living independently. This networking will help the children to get placements and find living arrangements once they are out of the after care system.

STATUS OF CHILDREN TO BE PLACED IN AFTER CARE

SL. NO.	COMPONENT		STATUS
1.	Health	Current course of treatment, if any. Special Needs, if any.	
2.	Education	Current level or if enrolled in any course/school (formal or non-formal) :	
		Educational performance	
3.	Vocational Training	Current course	
4.	Activities	Life skill training, Sports, arts, music and crafts, any other special interest that the child may have.	
5.	Behaviour Pattern	Interaction with peers	
		Adjustment within the institution (Is child well adjusted or does he/she have any problems in adjustment)	
6.	Any other		

Annex II

The institutional model of aftercare will require a shelter for the young adults and some staff to run and maintain the institution. The young Adults will facilitate the day to day functioning of the institution and will form committees to run the institutions (mess committee, maintenance committee, grievance redressal committee etc). It is expected that the institution will function with minimum paid staff. The underlying assumption is that these young adults have been active members of children's committees in the CCIs in the past and are empowered adults now.

The counseling services are to be planned by involving professional agencies/counselors. Both group and individual sessions will be planned. Special emphasis will be given on developing peer counselors.

Advocacy for creating employment opportunities for the trained adults and linkages with Departments of Technical Education, Adult and continuing education and Youth affairs will form another important component of the programme.

- Volunteers engaged by the organization will help the young adults in
- a) procuring aadhar card and other identity proofs of the young adults
 - b) facilitate in getting employment, if otherwise found suitable

Financial Proposal for Aftercare (for 50 Young Adults)

Table A. Staff pattern

Sl. No	Particulars of Staff	Amount (in Rupees)	Qualifications
1.	One Co-ordinator (Residential) @ 20,000 per month	Rs. 2,40,000	Graduate and preferably single *
2.	One Cook @ Rs. 7,500 per month	Rs. 90,000	Madhyamik pass
3.	Two helpers @ rs.6,000 per person per month	Rs. 144,000	Class VIII
4.	One Darwan/nightguard @ Rs.6,000 per month	Rs. 72,000	Class VIII
5.	Two part-time volunteers @ Rs.3000 per person per month	Rs. 72,000	To be engaged by the Aftercare

			organization
	Total	Rs. 6, 18,000	

*Male for Male AfterCare Home and Female for Female AfterCare Home

Table B Non- recurring

Sl. No	Item	Amount in Rs
1.	Furniture including beds, lockers, cupboards, tables and chair	Rs. 5,00,000
2.	Kitchen Equipment, utensils	Rs. 5,00,00
3.	2 Computers with internet	Rs. 100,00,0
4.	Telephone	Rs. 25,000
	TOTAL	Rs. 675,000

Table C. Recurring

Sl. No	Item	Amount in Rs
1	Rent of building (4500 square feet area) @ Rs. 25,000 per month including water and electricity charges (subject to actuals)	Rs. 3,00,000
2.	Maintenance @ Rs. 2000 per young adult per month (food, @ Rs. 1400 and Rs. 600 for clothing and health services)	Rs. 12,0000
3	Staff salary (including honoraria to volunteers)	Rs. 6,18000
4.	Vocational training @ Rs. 1000 per young adult per month	Rs. 60,0000
5.	Counselling Services, Therapy sessions	Rs. 120000

6.	Advocacy and linkages	Rs. 100000
7.	Miscellaneous	Rs. 50,000
8.	Contingencies	Rs. 50,000
9.	Recreational Services	Rs. 1,20000
	GRAND TOTAL (B + C)	Rs. 2753000