

Orientation Training for Child Welfare Officers/ Case Worker in Institutions

Five Working Days



**National Institute of Public Cooperation & Child Development
5, Siri Institutional Area, Hauz Khas, New Delhi-110 016**

Training Module on Orientation Programme for Child Welfare Officers/ Case Worker

Participants: Child Welfare Officers/ Case Worker

Duration: 5 days

Roles and Responsibilities

The following are the roles and responsibilities of Child Welfare Officer/ Case Worker issued by the Child Welfare Committee or concerned authority:

- Carry out social investigation of the child (Form XIII) through personal interview and from the family, social agencies and other sources;
- Attend the proceedings of the Committee and submit reports as and when required;
- Address problems of the child and deal with their difficulties in institutional life;
- Plan the orientation, monitoring, education, vocational and rehabilitation programmes;
- Liaison between the child and the Officer- in-charge;
- Assist the child in interface with family and also provide assistance to family members;
- Developing a care plan for every child in consultation child and follow up its implementation;
- Participating in the pre-release programme and helping the child to establish contacts which can provide emotional and social support to child after their release/ discharge;
- Establishing linkages with voluntary workers and organizations to facilitate rehabilitation and social reintegration of children and to ensure the necessary followup;
- Promoting good practice of child care within organization;
- Facilitate participation of child in Institution;
- Periodic visit of residence of the child, place of employment or school attended by such child and submitting reports;
- Accompanying children where ever possible, from the office of the Committee to children's home or fit person, as the case may be;
- Maintaining case file and such registers as may be specified from time to time;

- Establishing a proactive social outreaching network in the district to assist the needy and the disadvantaged;
- Advocating the building of a caring family by strengthening the bond between the child and parents with the help of counselling or other referral services or with the help of professionals;
- Making referrals to other agencies, such as social services, educational psychologists, health professionals etc. to improve the standard of services in homes;
- Assist in legal aid, where necessary.

Objectives:

The objectives of the training programme are to:

- a) Develop their knowledgebase on the issue of child rights and protection in the Indian context;
- b) Develop their understanding on various issues concerning children in need of care and protection and juveniles in conflict with law, the existing Juvenile Justice System and the prevailing laws in our country to address these issues;
- c) Help them to understand the main features of ICPS and its components;
- d) Develop an understanding on the specific roles and responsibilities of Child Welfare Officers;
- e) Understand the mechanism for institutional and non-institutional care for children.

Programme Coverage:

- a) International Instruments on Child Rights such as UNCRC, HDI, MDGs
- b) Legal Framework on Child Rights in India such as Constitutional provisions, IPC, SLL, National Plan of Action etc.
- c) Situational analysis of Children in India

- d) Juvenile Justice System in India
- e) Categories of Children covered under J. J Act
- f) Institutional Care under Juvenile Justice (Care & Protection of Children) Act 2000 and its Amendment Act 2006.
- g) Non Institutional Care under Juvenile Justice (Care & Protection of Children) Act 2000 and its Amendment Act 2006
- h) Standard of Care for Institutions as per Juvenile Justice (Care and Protection of Children) Rules, 2007
- i) An Overview of ICPS and its Components
- j) Understanding child psychology
- k) Intervention with abused and traumatized children
- l) Strategies and good practices
- m) Methods of working with Children in Need of Care and Protection and Juvenile in Conflict with Law
- n) Rehabilitation and Social Reintegration of Children
- o) Individual Care Plan
- p) Advocacy, public education and communication
- q) Legal Aid
- r) Child Participation

Training Module on Orientation Programme for Child Welfare Officers/ Case Worker

Participants: Child Welfare Officers/ Case Worker

Duration: 5 days

Time	Topic	Contents	Learning Objectives	Methodology	Expected Outcome
Day-I					
09.30 a.m. – 10.00 a.m.	Registration	Registration of participants and distribution of kit.			
10.00 a.m. – 11.00 a.m.	Inaugural Session	<ul style="list-style-type: none"> • Welcome and inaugural address. • NIPCCD introduction, brief of programme objectives, content coverage and resource persons etc. 	<ul style="list-style-type: none"> • To enable participants to know about NIPCCD, objectives and content of orientation programme and background of the resource person. 	<ul style="list-style-type: none"> • Presentation and lecture 	<ul style="list-style-type: none"> • Participants will be formally welcomed • Participants will be oriented about the Institute; They will be informed about the programme objectives, content coverage, resource persons of the programme
11.00 a.m. – 11.15 a.m.	Tea				
11.15 a.m. – 12.00 noon	Introduction and Pre-training Assessment	<ul style="list-style-type: none"> • Introduction of participants through ice breaking games • Setting the ground rules of the training 	<ul style="list-style-type: none"> • Enable the participants know each other • Assess the knowledge level of the participants 	<ul style="list-style-type: none"> • Discussion • Games • Filling up questionnaire 	<ul style="list-style-type: none"> • Comfortable and eased environment will be developed for training. • Participants will develop understanding on ground rules of the programme

		<p>programme</p> <ul style="list-style-type: none"> • Pre-training assessment by administering set of questions 	<p>regarding the child rights and protection related issues.</p> <ul style="list-style-type: none"> • Help the participants understand the basic norms to be followed by all of them during the training programme • Help the participants express their views on areas required to be assessed in pre-training situation 		<p>and will develop a sense of ownership in the programme</p> <ul style="list-style-type: none"> • Trainees will develop understanding about the knowledge level, aptitude and skills of the participants. • Participants will familiarise with each other through rapport building.
Time	Topic	Contents	Learning Objectives	Methodology	Expected Outcome
12.00 noon – 01.30 p.m.	Child Right and its implications	<ul style="list-style-type: none"> • Definition of a child • Evolution of Child Rights • Need for special attention/ rights for children • Need for Child Protection • Issues of Child protection such as birth registration & right to identity, sexual exploitation of children, violence and neglect, child marriage, child labour etc. • Understanding rights perspective: Move from need based to rights based approach. • Understanding child 	<ul style="list-style-type: none"> • Participants will develop understanding of a child, child rights and issues related to child protection • To acquaint participants about the national commitment for children • To sensitize the participants about the important features of international conventions on child rights • To sensitize participants about the need for child protection 	<ul style="list-style-type: none"> • Lecture through power point presentation • Discussion • Brainstorming 	<ul style="list-style-type: none"> • Develop Understanding on Child Rights • Develop understanding on child protection and its importance • Develop an understanding on the need of child protection policy and related procedures • Develop understanding on the Global and SAARC scenario of children. Also understanding will develop on UNCRC & MDGs

		rights in the context of ICPS <ul style="list-style-type: none"> • International Instruments such as UNCRC & Optional Protocols, Beijing Rules, Riyadh Guidelines, Hague Convention, HDI, MDGs etc. 			
01.30 pm- 02.30 pm	Lunch				
02.30 pm – 03.45 pm	Constitutional Provisions, legislations and other policies for Children	<ul style="list-style-type: none"> • Constitutional provisions • Policies on Children • Legislations • Programmes/ Intervention in the context of child protection • NPAC • 11TH Five year Plan and 12th Five year Plan 	<ul style="list-style-type: none"> • To orient them about the main features of Policies & Legislation 	<ul style="list-style-type: none"> • Brainstorming • Discussion and lecture • Handout/ Compendium Material 	<ul style="list-style-type: none"> • Awareness of the provisions made under different policies, legislation and Indian Constitution
03.45 p.m. – 04.00 p.m.	Tea				
4:00 pm- 5:15 pm	Special and local Laws for Children	<ul style="list-style-type: none"> • Child marriage restraint Act • Child labour prohibition and regulation Act • JJ Act • NCPCR Act • ITPA • Labour Act • HAMA • GAWA • Draft bill on Child Abuse 	<ul style="list-style-type: none"> • To create awareness among participants aware about the laws related to child protection, viz.: • Sensitize them about existing legislation amendments in different legislations from time to and to sensitize them on the provisions made 	<ul style="list-style-type: none"> • Power point presentation • Handout/ Compendium Material 	<ul style="list-style-type: none"> • Awareness of the local laws related to children

			under these legislations		
Time	Topic	Contents	Learning Objectives	Methodology	Expected Outcome
Day-II					
09.00 a.m. – 09.30 a.m.	Recapitulation of Day-I				
09.30 a.m. – 10.45 a.m.	Situation Analysis of Children in India, Current child protection issues and region specific challenges	<ul style="list-style-type: none"> Indian scenario of children in terms of health, education, opportunities for growth etc. Vital statistics on children in India; Census data, NHFS-III, CSO data, SRS estimates; information & data by UNICEF Discussion on child protection issues like child abuse, child labour, child trafficking, child marriage, female foeticide, disability, children in difficult circumstances etc. Socio-economic and socio-cultural hindrances to address the above problems Existing 	<ul style="list-style-type: none"> To orient the participants on child protection issues with special reference to region specific problems. 	<ul style="list-style-type: none"> Lecture through power point presentation, discussion 	<ul style="list-style-type: none"> Participants will have a better insight into the situation and the problems of children in their area

		interventions to address the above situation and their impact on children			
10:45 am-11:00 am	Tea				
11:00 am-12:15 noon	Overview of Juvenile Justice (Care and Protection of Children) Act 2000, its' Amendment Act 2006/ 2011& Rules 2007 / State JJ Rules	<ul style="list-style-type: none"> • Discussion on Principles, Components. • Approaches of Juvenile Justice system under Juvenile Justice (Care and Protection of Children) Act 2000 and its Amendment Act 2006/ 2011 • Central / State Rules 	<ul style="list-style-type: none"> • To make participants informed about the Juvenile Justice system with special emphasis on the principles, approaches and components of Juvenile Justice Act 2000 and its Amendment Act 2006/ 2011. 	<ul style="list-style-type: none"> • Power point presentation • Lecture cum discussion • Games 	<ul style="list-style-type: none"> • Participants will gain in depth knowledge of Juvenile Justice System
12:15 noon-1:30 pm	Categories of Children covered under J. J Act <ul style="list-style-type: none"> • Child in Need of Care and Protection (CNCP) • Juvenile in Conflict with Law (JCL) 	<ul style="list-style-type: none"> • Concept, definition of Child in need of care and Protection and Juvenile in Conflict with law according to Juvenile Justice (Care and Protection of Children) Act 2000 and its Amendment Act 2006/ 2011. • Legal provisions for CNCP and JCL in Juvenile Justice (Care and Protection of Children) Act 2000 and its Amendment Act 2006/ 2011. 	<ul style="list-style-type: none"> • To enable participants to understand the different categories of the children covered under Juvenile justice Act. 	<ul style="list-style-type: none"> • Brainstorming • Power point presentation • Lecture cum discussion. 	<ul style="list-style-type: none"> • Participants will enhance awareness on different categories covered under Juvenile justice Act 2000 and its Amendment Act 2006/ 2011.
1:30 pm-2:30 pm	Lunch				

02.30 p.m. – 03.45 p.m.	Institutional Care under Juvenile Justice (Care & Protection of Children) Act 2000 and its Amendment Act 2006.	<ul style="list-style-type: none"> Type of Institutions: Observation home, Special Home, Children Home, Shelter Home, After Care Home Minimum standards of care for children in institutions established under Juvenile Justice (Care & Protection of Children) Act 2000 and its Amendment Act 2006 as well as under ICPS 	<ul style="list-style-type: none"> Help them understand the minimum standards of care for children in institutions 	<ul style="list-style-type: none"> Lecture through power point presentation Discussion 	<ul style="list-style-type: none"> Participants will have better understanding of Institutional care services provided under JJ Act
03:45 p.m. – 04:00 p.m.	Tea				
04.00 a.m. – 05:15 p.m.	Non Institutional Care under Juvenile Justice (Care & Protection of Children) Act 2000 and its Amendment Act 2006.	<ul style="list-style-type: none"> Rehabilitation and social integration: essentials and importance Various non-institutional care services being spelt out in the JJ Act and covered under ICPS Sponsorship, foster care services, adoption. 	<ul style="list-style-type: none"> Facilitate the participants know about various non-institutional care services being spelt out in the JJ Act and covered under ICPS 	<ul style="list-style-type: none"> Lecture through power point presentation Discussion 	<ul style="list-style-type: none"> Participants will have better understanding of Non Institutional care services provided under JJ Act
Day – III					
09.00 a.m. – 09.30 a.m.	Recapitulation of Day-II				
09:30	Standard of Care for Institutions as	<ul style="list-style-type: none"> Sanitation & Hygiene 	<ul style="list-style-type: none"> To acquaint the 	<ul style="list-style-type: none"> Group Work 	<ul style="list-style-type: none"> Participants will be able

a.m. – 10:45a.m.	per Juvenile Justice (Care and Protection of Children) Rules, 2007	<ul style="list-style-type: none"> • Daily Routine • Medical Care • Education • Vocational Training • Recreational Facilities • Rewards and Earnings • Restoration and Follow-up 	participants about the fundamentals on which institution should run as per the rules		to get detailed understanding of the standards mentioned in the rules
10.45 a.m.- 11:00 am	Tea				
11:00 a.m. - 12:00 a.m.	An Overview of ICPS and its Components	<ul style="list-style-type: none"> • Background, Concept, Objectives, Guiding principles and Approaches in ICPS • Convergence framework for protecting children under ICPS • Target groups under ICPS • Programmes activities under ICPS (Care, Support & Rehabilitation services, Statutory support services and other activities, advocacy, Public education and communication) • Implementation plan under ICPS 	<ul style="list-style-type: none"> • To acquaint the participants about the background, concept, principles, approaches, programme activities and implementation plan under ICPS • To enrich the knowledge level of the participants about ICPS 	<ul style="list-style-type: none"> • Lecture by PowerPoint presentation • Discussion and group work 	<ul style="list-style-type: none"> • Participants will be able to get detailed understanding of ICPS
12.00 a.m. – 01:30 p.m.	Understanding child psychology	<ul style="list-style-type: none"> • Institutionalized children and their socialization process • Emotional development of children • Dealing with deviant behavior 	<ul style="list-style-type: none"> • To understand the process of socialization and emotional development of children • To understand 	<ul style="list-style-type: none"> • Brainstorming • Presentation • Discussion • Role play • Group work 	<ul style="list-style-type: none"> • Participants will know about the process of socialization and emotional development of children • Participants will be able to effectively dealing

		<ul style="list-style-type: none"> Communicating with children affectively 	<p>deviant behavior and effective ways to deal with deviant behavior in children</p> <ul style="list-style-type: none"> To illustrate various effective method of communicating with children 		with deviant behaviour of children
1.30 p.m.- 2.30 p.m.	Lunch				
02:30 p.m. – 04:00 p.m.	Intervention with abused and traumatized children	<ul style="list-style-type: none"> Key players in dealing with incidences of child abuse and neglect Steps to intervene Difference between abused and traumatized children Handling if such children and place them in safe environment 	<ul style="list-style-type: none"> To develop ability to identify traumatized children and to enable participants to provide “safe environment” for them 	<ul style="list-style-type: none"> Case studies Presentation Discussion 	<ul style="list-style-type: none"> Participants will be able to identify signs of trauma exhibited by children Participants will be able to deal with traumatized children
04:00 p.m. – 05:00 p.m.	Best practices & Strategies Group Work for Developing a District Child Protection Plan (for districts of representing states)	<ul style="list-style-type: none"> Extent of interventions to tackle the issues State wise good practices Identify programmes and services for child protection at district level Discuss coordination and networking mechanisms including line departments/officers having direct/indirect impact on child protection programmes and 	<ul style="list-style-type: none"> Enable the participants to strategise their work keeping in mind the situation of children they would be addressing to Enable the participants to discuss about the coordinating and networking mechanisms 	<ul style="list-style-type: none"> Discussion Group Work Practical exercise 	<ul style="list-style-type: none"> Participants will learn from the example of good practices which will enhance their capacity in formulation of strategies The planning and execution of mandate for the District will be the exercise and participants will learn by doing the same

		services at district level • Develop a Child Protection Plan for their respective districts (of representing states)			
05:00 p.m. – 06:00 p.m.	Documentary on children				
Day- IV					
9:00 a.m. - 9:30 AM	Recapitulation of Day III				
09:30 a.m. – 11:00 a.m.	Methods of working with Children in Need of Care and Protection	<ul style="list-style-type: none"> • Need, importance and techniques of building healthy relationship with children • Intake interview • Initial assessment • Techniques of handling hostile & angry situations • Understanding stages of change • Family & Child tracing • Case planning • Networking with NGOs • Family contact for children- need & importance • Develop the understanding of family ties and bonding among 	<ul style="list-style-type: none"> • To develop the skills of working with children individually and with family • To make themselves aware about the new methods of working with children • To make their work more effective for the welfare of children • Prepare children for institutional care 	<ul style="list-style-type: none"> • Role play • Discussion • Power point presentation 	<ul style="list-style-type: none"> • The participants will understand the process of dealing with children and apply the same in the field

		<ul style="list-style-type: none"> the children • Guide children to rehabilitation programmes/activities 			
11.00 a.m. – 11.15 a.m.	Tea				
11:15 a.m. – 12:30 p.m.	Rehabilitation and Social Reintegration of Children	<ul style="list-style-type: none"> • Defining Rehabilitation and Social Reintegration • Goals of Rehabilitation • Principles on which Rehabilitation services based • Approach towards rehabilitation and reintegration • Ways to rehabilitate children • Linkages and Coordination for rehabilitation and reintegration • Evaluating Rehabilitation process 	<ul style="list-style-type: none"> • To develop an understanding towards the importance of rehabilitation and reintegration programmes for the welfare of children • To make them aware about the various ways of rehabilitation • To develop an understanding towards the importance of linkages and coordination in rehabilitation 	<ul style="list-style-type: none"> • Lecture through presentation • Discussion • Brainstorming 	<ul style="list-style-type: none"> • Participants will learn about the importance of rehabilitation and reintegration. It will also help in updating their knowledge in various rehabilitation ways.
12:30 p.m. – 01:30 p.m.	Care of Children: Individual Care Plan	<ul style="list-style-type: none"> • Meaning of Individual Care Plan • Contents of Individual Care Plan • Ways to achieve the target of Individual Care Plan • Role of children in preparing ICP • Role of care professionals 	<ul style="list-style-type: none"> • To enable the participants about the importance of properly formed Individual Care Plan • To make them capable in preparing a productive Individual Care Plan 	<ul style="list-style-type: none"> • Lecture • Group Work • Discussion 	<ul style="list-style-type: none"> • Participants will be able to develop a productive Individual Care Plan for every child placed under his/her protection • Participants will be able to learn the importance of consulting children while developing ICPs
1:30 p.m.	Lunch				

– 2:30 p.m.					
2:30 p.m. – 5:00 p.m.	Visit to Home + Statutory Body	<ul style="list-style-type: none"> • Visit to home + statutory Body • Discussion and interaction with children • Observe standard of care in Institution • Observe child friendly atmosphere • Mechanisms for rehabilitation of children • Family ties mechanism 	<ul style="list-style-type: none"> • Familiarize the participants with the functioning of an Home/ statutory Body 	<ul style="list-style-type: none"> • Use of filed visit format • Group reporting • Discussion on field visit 	Participants will develop better understanding of the functioning of visited Institutions & Statutory Body under the JJ Act
Day- V					
09.00 a.m. – 09.30 a.m.	Recapitulation of Day 4				
09.30 a.m. – 10.45 a.m.	Discussion on the Field Visit to an Observation Home	<ul style="list-style-type: none"> • Discussion 	<ul style="list-style-type: none"> • Enable the participants to give feedback on their plan 	Discussion	Participants will learn the possible problems related to development of the Individual Care Plan
10:45 a.m. – 11:00 a.m.	Tea				
11:00 a.m. – 12:30 p.m.	Skills required for dealing with CNCP	<ul style="list-style-type: none"> • Interview skills • Counselling skills • Listening • Communication • Motivation skills • Analytical skills 	To develop the case work skills	<ul style="list-style-type: none"> • Role play • Discussion • Power point presentation 	The participants will be able to take individual interviews of CNCP to understand their issues effectively
12:30 p.m. – 01:30 p.m.	Panel Discussion/Open House Discussion	<ul style="list-style-type: none"> • Situational Analysis and implementation of JJ Act. 	<ul style="list-style-type: none"> • Comprehending situation of children 	<ul style="list-style-type: none"> • Open discussion 	<ul style="list-style-type: none"> • Enhanced understanding on situational analysis and significance of

			<ul style="list-style-type: none"> • Appreciate factors affecting/ concerns for implementation of JJ Act • Importance of case Work and Counselling in dealing with children. 		counselling for the implementation of Scheme.
01:30 p.m. – 02:30 p.m.	Lunch				
02:30 p.m. – 03:45 p.m.	Programme Evaluation	<ul style="list-style-type: none"> • Post-training evaluation through questionnaire. • Feedback of Programme by participants 	To assess the improvement in the skill and knowledge level of the participants after completing the training.	Questionnaire Presentations & discussion	Participants will be able to develop clear understanding about their learning's from the training program.
03:45 p.m. – 04:00 p.m.	Tea				
04:00 p.m. – 05:30 p.m.	Valedictory Session	<ul style="list-style-type: none"> • Distribution of Certificates • Concluding Remarks by Chief Guest 			