

Orientation Training for Probation Officer of Institution

Five Working Days



**National Institute of Public Cooperation & Child Development
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Training Module on Orientation Programme for Probation Officer (Institution)

Participants: Probation Officer (Observation Home/Shelter Home)

Duration: 5 days

Probation Officer: Probation officer is an officer appointed by the state Government as a Probation Officer under the Probation of Offenders Act, 1958 (20 of 1958). To augment the existing probation services, Honorary or Voluntary Probation Officers may be appointed from the voluntary organisations and social workers found fit for the purpose by the competent authority. i.e. the Board. Probation officer shall be a whole time staff of every Observation/Special Home. For an institution with a capacity of 100 Juveniles there should be at least 3 Probation Officers, which, shall be proportionally increased with the capacity of the institution. Probation officer shall be a member of the Management Committee constituted for the management of the institution and monitoring the progress of juvenile.

Roles and responsibilities of Probation Officer:

- Obtain information upon apprehension of Juvenile by Police.
- Preparation of social investigation Report in Form IV of the Rules and submit to the JJB.
- Supervision of Juvenile at three different stages, namely-
 - a) Bail
 - b) Final Order
 - c) Post release
- Assistance to institutionalized Juvenile
- To a newly admitted juvenile to an Institution Probation Officer work with him/her as case worker.
- Provide information of unnatural death of a juvenile to Officer-in-Charge.
- Probation Officer shall prepare an Individual care plan of every juvenile in Form XXI which must form part of all final orders of the board.
- Preparation of restoration and follow up plan as part of individual care plan of juvenile
- To make enquiries as to the fitness and willingness of the relative or other person to receive the juvenile at the ordinary place of residence when to be ordered by the Board

The objectives of the training programme are to:

- I. Provide Probation Officer with basic knowledge and skills to respond to children in difficult circumstances

- II. Develop their knowledgebase on the issue of child rights and protection in the Indian context;
- III. Develop understanding on various issues concerning juveniles in conflict with law, the existing Juvenile justice System and the prevailing legislation to address these issues;
- IV. Help them to learn the main features of ICPS and its components and the role of various stakeholders under the JJ system and ICPS;
- V. Explain the specific role of Probation Officers as laid down in JJ Act & rules.
- VI. Enhance their skills in effective implementation of JJ Act and understanding child psychology, dealing with children effectively and Case work.

Programme Coverage:

- a. Instruments on Child Rights and child protection.
- b. Integrated Child Protection Scheme (ICPS), Concept and philosophy
- c. Juvenile Justice System in India and the prevailing Laws
- d. JJ Rules.
- e. Institutional Care of Children in JJ Act
- f. Non Institutional Care for children in JJ Act
- g. Best practices of Institutional Care and Non institutional Care
- h. Understanding child psychology
- i. Intervention with abused and traumatized children
- j. Case Work
- k. Crisis intervention

Expected Outcome: Participants will learn

- a. Child protection issues
- b. Legislative cover for children
- c. Juvenile Justice Act
- d. ICPS & its components
- e. Institutional and non-institutional care in ICPS
- f. Role of different stakeholders
- g. Roles and responsibilities as Probation Officer
- h. Learn to deal and help children and better communicate with children.

Training Module on Orientation Programme for Probation Officer

Participants: Probation Officer (Observation Home/Shelter Home)

Duration: 5 days

Time	Topic	Contents	Learning Objectives	Methodology	Expected Outcome
Day-I					
09.30 a.m. – 10.00 a.m.	Registration	<ul style="list-style-type: none"> Registration of participants and distribution of kit. 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. 	Lecture	<ul style="list-style-type: none"> Participants develop their understanding about the Institute; They will be aware of the programme objectives, content coverage, resource persons of the programme
10.00 a.m. – 11.00 a.m.	Inaugural Session Introduction to the programme and Pre-training Assessment	<ul style="list-style-type: none"> Welcome and inaugural address. Introduction of participants through ice breaking games Setting the ground rules of the training programme Pre-training assessment by administering set of questions Hostel and library rules 	<ul style="list-style-type: none"> Enable the participants know each other Understand the knowledge level of the participants regarding the child rights and protection related issues. Help the participants understand the basic norms to be followed by all of them during the training 	<ul style="list-style-type: none"> Presentation Lecture Games filling up questionnaire 	<ul style="list-style-type: none"> Comfortable and eased environment for will be developed for training. Participants will develop understanding on ground rules of the programme. Trainers will develop understanding about the knowledge level of the participants. Participants will familiarise with each other – rapport building.

			<ul style="list-style-type: none"> programme Help the participants express their views on areas required to be assessed in pre-training situation 		
11.00 a.m. – 11.15 a.m.	Tea				
11.15 noon – 01.15 p.m.	Child Rights and Child Protection	<ul style="list-style-type: none"> Defining child rights and child protection in historical and contemporary perspective International Instruments such as UNCRC, HDI, MDGs 	<ul style="list-style-type: none"> Enable the participants define child rights and child protection Inform the participants about various international instruments vis-à-vis child rights and protection 	<ul style="list-style-type: none"> Lecture PowerPoint presentation Discussion 	<ul style="list-style-type: none"> Participants will develop understanding on the Global and SAARC scenario of children. Also understanding will develop on UNCRC & MDGs
01.15 pm – 02.15 pm	Lunch				
02.15 pm – 03.30 pm	Constitutional Provisions and other policies, legislation 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 	<ul style="list-style-type: none"> To orient them about the main features of Policies & Legislation 	<ul style="list-style-type: none"> Brainstorming, Discussion Lecture 	<ul style="list-style-type: none"> Awareness of the provisions made under different policies and legislation

		Planperspective			
03.30 p.m. – 03.45 p.m.	Tea				
3:45 pm- 5:00 pm	Special and local Laws for Children	<ul style="list-style-type: none"> • Child marriage restraint Act • Child labour and prohibition regulation Act • JJ Act • NCPCR Act • ITPA • Labour Act • HAMA • GAWA • Draft bill on Child Abuse • Probation of Offenders Act, 1958 (20 of 1958) 	<p>To orient the participants about the laws related to child protection, viz.:</p> <ul style="list-style-type: none"> • Sensitize them about existing legislation amendments in different legislations from time to time and to sensitize them on the provisions made under these legislations 	<ul style="list-style-type: none"> • PowerPoint presentation 	Awareness of the local laws related to children
<h2>Day-II</h2>					
09.00 a.m. – 09.30 a.m.	Recapitulation of Day-I Review feedback				
09.30 a.m. – 10.45 a.m.	Situational Analysis of Children in India & Child protection issues (Area specific)	<ul style="list-style-type: none"> • Indian scenario of children in terms of health, education, opportunities for growth etc. • Vital statistics on 	<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"> • PowerPoint presentation, • Discussion • Lecture • Case Study • Group Work 	<ul style="list-style-type: none"> • Participants will have a better insight into the situation and the problems of children in their area

		<p>children in India; Census data, NHFS-III, CSO data, SRS estimates; information & data by UNICEF</p> <ul style="list-style-type: none"> • Discussion on region specific child protection issues like child abuse, child labour, child trafficking, child marriage, female foeticide, disability, children in difficult circumstances etc. • Data sharing • Socio-economic and socio-cultural hindrances to address the above problems • Existing interventions to address the above situation and their impact on children 			
10:45 am-11:00 am	Tea				
11:00 am-12:30 noon	ICPS and Its Components	<ul style="list-style-type: none"> • Concept & Philosophy of ICPS • Various components and provisions of ICPS 	<ul style="list-style-type: none"> • Help the participants to know about ICPS and its various components 	<ul style="list-style-type: none"> • Lecture • PowerPoint presentation • Discussion 	<ul style="list-style-type: none"> • Participants will be able to get detailed understanding of ICPS.
12:30	Overview of Juvenile Justice	<ul style="list-style-type: none"> • Discussion on 	<ul style="list-style-type: none"> • To help 	<ul style="list-style-type: none"> • Power point 	<ul style="list-style-type: none"> • Participants will gain

noon-1:30 pm	(Care and Protection of Children) Act 2000, its' Amendment Act 2006 & Rules 2007 / State JJ Rules	<ul style="list-style-type: none"> Principles, Components. Juvenile Justice system approaches under Juvenile Justice (Care and Protection of Children) Act 2000 and its Amendment Act 2006 Central / State Rules 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. Legal provisions for CNCP and JCL in Juvenile Justice (Care and Protection of Children) Act 2000 and its Amendment Act 2006. 	<p>participants learn about the Juvenile Justice system with special emphasis on the principles, approaches and components of Juvenile Justice Act 2000 and its Amendment Act 2006.</p> <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"> presentation Lecture-cum-discussion. 	<p>in depth knowledge of Juvenile Justice Act & Rules</p> <ul style="list-style-type: none"> Participants awareness will enhance on different categories covered under Juvenile justice Act 2000 and its Amendment Act 2006.
1:30 pm-2:30 pm	Lunch				
02.30 p.m. – 03.45 p.m.	Institutional Care and Non Institutional care under Juvenile Justice (Care & Protection of Children) Act 2000 and its Amendment Act 2006.	<p>Type of Institutions: Observation home, Special Home, Children Home, Shelter Home, After Care Home</p> <ul style="list-style-type: none"> Minimum standards of 	<ul style="list-style-type: none"> Help them understand the minimum standards of care for children in institutions Facilitate the 	<ul style="list-style-type: none"> Lecture PowerPoint presentation Discussion 	<p>Participants will have better understanding of Institutional & Non-Institutional care services provided under JJ Act</p> <p>Participants will learn from the best practices</p>

		<p>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</p> <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 • Example of best practices observed in Institutional and Non-institutional care (India & Abroad) 	<p>participants know about various non-institutional care services being spelt out in the JJ Act and covered under ICPS</p> <ul style="list-style-type: none"> • To give participants learning experience from best practices being carried out in Institutional and Non Institutional services in India & Abroad 		being carried out.
03:45 p.m. – 04:00 p.m.	Tea				
04:00 a.m. – 05:30 p.m.	Role and Responsibilities of Probation Officer	<ul style="list-style-type: none"> • Job responsibilities of Probation Officer as laid down in JJ Act and JJ Rules 	<ul style="list-style-type: none"> • Help them understand their job responsibilities within the framework of JJ Act 	PowerPoint presentation with discussion and organogram.	<ul style="list-style-type: none"> • Participants will have better understanding of their job responsibilities.

Day – III

09.00 a.m. – 09.30 a.m.	Recapitulation of Day-II				
9:30 a.m. - 11:00 a.m.	Role and responsibility of Juvenile Justice Board (JJB) and Child Welfare Committee(CWC)	<ul style="list-style-type: none"> • Different role and responsibilities being carried out by and functioning of Juvenile Justice Board, Child Welfare Committee and Legal Aid Services Authority • Linkages of these bodies with ICPS 	<ul style="list-style-type: none"> • Orient the participants about different role and responsibilities being carried out by and functioning of Juvenile Justice Board and Child Welfare Committee 	<ul style="list-style-type: none"> • Lecture • PowerPoint presentation • Discussion 	<ul style="list-style-type: none"> • Acquaintance of the participants about role, Responsibilities and Functioning of Juvenile Justice Board and Child Welfare Committee.
11.00 a.m.- 11:15 am	Tea				
11.15 a.m. – 1:15 p.m.	Role and responsibility of SJPU	<ul style="list-style-type: none"> • Structure of SJPU • Different role and responsibilities being carried out by SJPU • Linkages of these bodies with ICPS 	<ul style="list-style-type: none"> • Orient the participants about different role and responsibilities being carried out by and functioning of Legal Aid Services Authority and SJPU 	<ul style="list-style-type: none"> • Lecture • PowerPoint presentation • Discussion 	<ul style="list-style-type: none"> • Acquaintance of the participants about role, Responsibilities and Functioning of Juvenile Justice Police Unit and Police
1.15 p.m.- 2.15 p.m.	Lunch				
02:15 p.m. – 03:45 p.m.	Role of Different Stakeholders in Juvenile Justice System viz. Civil Society Organisations, NGOs, Childline and Community	<ul style="list-style-type: none"> • Different role and responsibilities being carried out by Civil Society Organisations, NGOs, 	<ul style="list-style-type: none"> • Orient the participants about different role and responsibilities being carried out 	<ul style="list-style-type: none"> • Lecture • PowerPoint presentation • Discussion 	<ul style="list-style-type: none"> • Enriched knowledge of participants about the CHILDLINE emergency outreach system, and other

		Childline and Community	by Civil Society Organisations, NGOs, Childline and Community		stakeholders in Juvenile Justice System.
03:45 p.m. – 05:15 p.m.	Field Visit	<ul style="list-style-type: none"> • Visit Observation Home + JJB • Discussion and interaction • Observations • Format Filling 	<ul style="list-style-type: none"> • familiarize the participants with the functioning of Shelter Home, established under the Juvenile Justice Act; • Comprehend the situation of children in institutions by observing the physical setup, management and services in the Homes • Appreciate the concerns and challenges for the managements in running the Homes & Statutory Body 		<ul style="list-style-type: none"> • Participants will develop better understanding of the functioning of visited Institutions& Statutory Body under the JJ Act
Day- IV					

9:00 a.m. - 9:30 AM	Recapitulation of Day-III& Discussion on the Field Visit to a Children's Home/Observation Home+ CWC & JJB	<ul style="list-style-type: none"> Participants observations on the visit; Review of previous day's proceedings 	<ul style="list-style-type: none"> Enable the participants to share feedback on their visit to Children's Home; 	<ul style="list-style-type: none"> Discussion 	<ul style="list-style-type: none"> Participants will learn about CCI, the children as inmates, standards for CCIs and overall management of Homes for children.
09:30 a.m. – 11:30 a.m.	Understanding child psychology	<ul style="list-style-type: none"> Institutionalized children and their socialization process Emotional development of children Dealing with deviant behavior Communicating with children affectively 	<ul style="list-style-type: none"> To understand the process of socialization and emotional development of children To understand deviant behavior and effective ways to deal with deviant behavior in children To illustrate various effective method of communicating with children 	<ul style="list-style-type: none"> Brainstorming Presentation Discussion Role play Group work 	<ul style="list-style-type: none"> Ability to understand the process of socialization and emotional development of children Ability to effectively dealing with deviant behavior
11.30 a.m. – 11.45 a.m.	Tea				
11.45 a.m. – 1.30 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 	<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"> Ability to identify signs of trauma exhibited by children Ability to help how to deal with traumatized children

		environment			
1:30 p.m. – 2:30 p.m.	Lunch				
02:30 p.m. – 5:00 P.M.	Social Case work	<ul style="list-style-type: none"> Case Work – Concept, Objectives and Principles. Social Case Work Process – Intake, Study, Social Diagnosis, Treatment, Termination and Evaluation. 	<ul style="list-style-type: none"> To have conceptual clarity about Social case Work. 	<ul style="list-style-type: none"> Presentation Discussion 	Participants will learn about Social Case Work concept and its importance in dealing with children in Institution.
Day- V					
09.00 a.m. – 09.30 a.m.	Recapitulation of Day 4				
09:30 a.m. – 11:00 a.m.	Approaches & Skills in Social Case Work	<ul style="list-style-type: none"> Approaches in Case Work – Psychoanalytical, Psycho – Social, Problem Solving, Behaviour Modification, Crisis Intervention, Eclectic Approach. Techniques and skills 	To have applied knowledge of Social Case works, Crisis intervention in dealing with children.	<ul style="list-style-type: none"> Presentation Discussion Case Study 	Participants will learn about Social Case Work concept and its importance in dealing with children in Institution.

		in Social Case Work.			
11:15 a.m.- 12:30	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 services at district level • Develop a Child Protection Plan for their respective districts (of representing states) 	<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
11:00 a.m. – 11:15 a.m.	Tea				
12:30 a.m.- 1:45 a.m.	Movie on Child Rights & Child Protection				
1:45 p.m. – 02:45	Lunch				

p.m. 02:45 p.m. – 05:00* 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 Appreciate factors affecting/ concerns for implementation of JJ Act Importance of case Work and Counselling in dealing with children. 	<ul style="list-style-type: none"> Open discussion 	<ul style="list-style-type: none"> Enhanced understanding on situational analysis and significance of counselling for the implementation of Scheme.
5:00 p.m.- 6:00 p.m.	Course Evaluation and Concluding session	<ul style="list-style-type: none"> Evaluation through questionnaire. Feedback by participants Distribution of Certificates Concluding remarks by Chief Guest 	<ul style="list-style-type: none"> To assess the improvement in the skill and knowledge level of the participants after completing the training. Feedback about the programme 	<ul style="list-style-type: none"> Questionnaire Discussion 	<ul style="list-style-type: none"> Participants will be able to develop clear understanding about their learning's from the training program.

**Tea may be served during the panel discussion.*