

Training Module on Orientation Programme for District Child Protection Officer of District Child Protection Society (DCPS)

Eight Working Days



Syllabus for Orientation Training of District Child Protection Officer (DCPO) of District Child Protection Society (DCPS)

Participants: District Child Protection Officers of DCPS.

Duration: 8 days

Rationale

The DCPS shall function under the overall administrative control and supervision of the District Magistrate of the concerned district. The DCPO shall function as the head of the District Child Protection Society and shall be responsible for carrying out all the functions of the District Child Protection Society at the district level. District Child Protection Officers at District Child Protection Society (DCPS) shall play a key role for effective implementation of ICPS at the district level of the States. Hence a unique but comprehensive orientation on child protection issues, situation analysis of different menaces viz. child labour, child marriage, child trafficking, female foeticide, girl infanticide and child abuse along with legislative supports is necessary to ensure effective child protection. Besides, District Child Protection Officers shall also execute their roles in the administrative domain of ICPS. An in-depth understanding of implementation framework of ICPS at State level as well as district level is necessary for optimised implementation and monitoring as well. In order to ensure effective juvenile justice, the training programme has been designed with a great emphasis on Juvenile Justice (Care and Protection of Children) Act, 2000 as amended in 2006. District Child Protection Officers will be assigned to the task of monitoring of SAA. These officers will also head the Sponsorship and Foster Care Approval Committee to ease the process of alternative care. So the training programme has also been designed to impart them knowledge on monitoring skills, developing indicators etc.

Job Responsibilities of DCPOs:

The main Job Responsibilities of **DCPOs** will be as follows:

- √ The DCPO shall coordinate and supervise implementation of the ICPS and all other child protection activities at district level including monitoring

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and supervision of all institutions/agencies/ projects/programmes/NGOs and shall report to SCPS at the State level.

- √ For the purpose of coordinating non-institutional care programme at district level, shall report to SARA at the State level.
- √ The DCPO shall be responsible for coordinating development of an Annual District Child Protection Plan, resource directory of child related services and child tracking system at the district level.
- √ Be coordinating and networking with all the line departments/officers including: District Magistrate, District Judge, Superintendent of Police, Child Development Project Officer (CDPO), Labour Officer, Education Officer, Chief Medical Officer (CMO), Municipal Authorities and Members of ZilaParishad and other local bodies.
- √ Coordinate with the Voluntary Organizations, Hospitals/Nursing Homes, Child Welfare Committee, Juvenile Justice Board, CHILDLINE and other authorities at district levels who have direct or indirect impact on child protection programmes/services at district level.
- √ Shall head the Home Management Committee of every institution in the district and recommend suitable institutions for release of grants from the SCPS.
- √ Conduct a monthly review meeting with all stakeholders including representatives of community and local bodies as well as media at the district level.

Objectives:

The objectives of the training programme are to:

- a. Develop their knowledgebase on the issue of child rights and protection in the global and Indian context;
- b. Develop their understanding 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 learn on the main features of ICPS and its components and the role of various stakeholders under the JJ system and ICPS;
- d. Explain the specific role of DCPS and the action priorities for DCPOs as laid down in the scheme;
- e. Facilitate them to understand the supervision, monitoring, networking and coordination mechanisms under ICPS
- f. Enhance their skills in effective implementation of child protection plan at the district level.

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. Historical and contemporary perspective of the issues on Child Protection (India and Abroad)
- d. Situational Analysis of Children in India with Specific Reference to the States (being covered in the training programme)
- e. Juvenile Justice System in India and the prevailing Laws
- f. Children in Need of Care and Protection and Children in Conflict with Law in India: Issues and Challenges
- g. Components, Implementation Plan and service delivery structure of ICPS
- h. Institutional and Non Institutional Care for children
- i. Role of Different Stakeholders in Juvenile Justice System
- j. Role of Adoption Agencies in Promoting In-country Adoption and their Linkages with ICPS
- k. Mechanisms for Coordinating and Liaison with Different Stakeholders
- l. Child Tracking system in India
- m. Techniques of Developing IEC Materials
- n. Monitoring and evaluating system under ICPS

Expected Outcome:

- a. Proper channelisation of child protection issues
- b. Legislative cover for children
- c. Juvenile Justice System
- d. ICPS & its components; Service delivery structures, implementation plan etc.
- e. Institutional and non-institutional care in the alignment of ICPS
- f. Will be equipped in developing IEC material
- g. Importance of building effective liaison between the service providers in the alignment of ICPS
- h. Role of different stakeholders
- i. Monitoring and evaluation under ICPS.

Programme Module cum Schedule of Orientation Training of District Child Protection Officer

District Child Protection Society(DCPS)

Participants: District Child Protection Officer – DCPS

Duration: 8 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.	To enable participants to know about NIPCCD, objectives and content of orientation programme and background of the resource person.	Presentation and lecture	Participants develop their understanding about the Institute; They will be aware of 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	<ul style="list-style-type: none">• Enable the participants know each other	Games, filling up questionnaire	<ul style="list-style-type: none">• Comfortable and eased environment for will be developed for training.

		<ul style="list-style-type: none"> Setting the ground rules of the training programme <p>Pre-training assessment by administering set of questions</p>	<ul style="list-style-type: none"> 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 programme Help the participants express their views on areas required to be assessed in pre-training situation 		<ul style="list-style-type: none"> 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.
12.00 noon – 01.15 p.m.	Child Rights and Child Protection: Global Initiatives	<ul style="list-style-type: none"> Defining child rights and child protection in historical and contemporary perspective International Instruments such as 	<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 	Lecture through power point presentation, discussion	Participants will develop understanding on the Global and SAARC scenario of children. Also understanding will develop on UNCRC & MDGs

		UNCRC, HDI, MDGs	child rights and protection		
01.15 p.m. – 02.15 p.m.	Lunch				
02.15 p.m. – 03.30 p.m.	Situational Analysis of Children in India with Specific Reference to the States (being covered in the training programme)	<ul style="list-style-type: none"> • Situation of children with regard to health, nutrition, education, social and gender discrimination, abuse, exploitation and neglect, infant mortality, female foeticide etc. • Existing interventions to address the above situation and their impact on children • Participants' own views on situation of children 	<ul style="list-style-type: none"> • Enable the participants to understand the situation of children particularly with regard to their problems and difficulties <p>Enable the participants to strategise their work keeping in mind the situation of children they would be addressing to</p>	Lecture through power point presentation, small exercises	<p>Participants will develop understanding on the current situation of children with respect of child rights and child protection in India</p> <p>Region specific problems will be discussed.</p>
03.30 p.m. – 03.45 p.m.	Tea				
03.45 p.m. – 5.00 p.m.	Session Continued				

Day-II					
09.00 a.m. – 09.30 a.m.	Recapitulation of Day-I				
09.30 a.m. – 10.45 a.m.	Child Rights and Child Protection: Issues and Challenges in India with Specific Reference to the States (being covered in the training programme)	<ul style="list-style-type: none"> • Various issues such as child marriage, child labour, child trafficking, female foeticide, female infanticide, HIV/AIDS, disability, child abuse, neglect and exploitation, children in difficult circumstances • Socio-economic and socio-cultural hindrances to address the above problems • Extent of interventions to tackle the issues 	Enable the participants develop an understanding and perspective on various issues and challenges being faced in the area of child rights and child protection in India	Brain storming, lecture through power point presentation, discussion	Participants will develop better understanding on issues, problems and legal provisions related to children.

10.45 a.m.– 1.00 a.m.	Tea	-	-	-	-
11.00 a.m. – 12.15 p.m.	Session Continued				
12.15 a.m. – 1:30 p.m.	ICPS: Its Components and Implementation Plan	<ul style="list-style-type: none"> Existing provisions of ICPS Guiding Principles Road map for the States: implementation plan 	<ul style="list-style-type: none"> Help the participants to know about ICPS and its various components <p>Enable them to understand the modalities of implementation of ICPS</p>	Lecture through power point presentation, discussion	Participants will be able to get detailed understanding of ICPS.
1:30 pm- 2:30 pm	Lunch				
2.30 p.m. – 3.45 p.m.	Service Delivery Structure under ICPS and Role and Responsibilities of District Child Protection officers (DCPOs) of District Child Protection Society(DCPS)	<ul style="list-style-type: none"> Service delivery structure of ICPS at various levels Care, Support and Rehabilitation Services. A brief about the Statutory support services 	<ul style="list-style-type: none"> Orient the participants about the service delivery structure of ICPS help them understand the Coordinating and Networking Mechanisms for implementation of ICPS at district level Help them 	Power point presentation with discussion and organogram.	Participants will have better understanding of service delivery structure at District level under ICPS.

		<ul style="list-style-type: none"> • Job responsibilities of DCPOs • Administrative responsibilities of DCPOs within the functional responsibilities of DCPS 	understand their job responsibilities within the framework of ICPS		
03.45 p.m. – 04.00 p.m.	Tea				
04.00 p.m. – 5.15 p.m.	Session Continued				
Day – III					
09.00 a.m. – 09.30 a.m.	Recapitulation of Day-II				
9:30 a.m. - 11:00 a.m.	Overview of Juvenile Justice (Care and Protection of Children) Act 2000, its' Amendment Act 2006 & Rules 2007 / State JJ	<ul style="list-style-type: none"> • Discussion on Principles, Components. • Approaches of Juvenile Justice system under Juvenile Justice (Care and Protection of Children) 	To make participants informed about the Juvenile Justice system with special emphasis on the principles, approaches and components of Juvenile Justice Act 2000	Power point presentation, lecture- cum- discussion and games.	Participants will gain in depth knowledge of Juvenile Justice System

	Rules	<p>Act 2000 and its Amendment Act 2006</p> <ul style="list-style-type: none"> Central / State Rules 	and its Amendment Act 2006.		
11.00 a.m.-11:15 am	Tea				
11.15 p.m. – 1.30 p.m.	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. Legal provisions for CNCP and JCL in Juvenile Justice (Care and Protection of Children) Act 2000 and its Amendment Act 2006. 	To enable participants to understand the different categories of the children covered under Juvenile justice Act.	Brainstorming, Power point presentation, lecture- cum- discussion.	Participants will enhance awareness on different categories covered under Juvenile justice Act 2000 and its Amendment Act 2006.
1.30 p.m.- 2.30 p.m.	Lunch				

02.30 a.m. – 3.45 a.m.	Institutional and Non Institutional Care under Juvenile Justice (Care & Protection of Children) Act 2000 and its Amendment Act 2006.	<ul style="list-style-type: none"> • Various non-institutional care services being spelt out in the JJ Act and covered under ICPS • 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"> • Facilitate the participants know about various non-institutional care services being spelt out in the JJ Act and covered under ICPS • Help them understand the minimum standards of care for children in institutions 	Lecture through power point presentation, discussion	Participants will have better understanding of Institutional care services and non-institutional care services provided under JJ Act
3.45 p.m. – 4.00 p.m.	Tea				
4.00 p.m. – 5.15 p.m.	Role of Different Stakeholders in Juvenile Justice System viz. Juvenile Justice Board, Child Welfare Committee	<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 	<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 	Lecture through power point presentation, discussion	Acquaintance of the participants about role, Responsibilities and Functioning of Special Juvenile Justice Board, Child Welfare Committee.

		<ul style="list-style-type: none"> Linkages of these bodies with ICPS 	Welfare Committee		
Day- IV					
9:00 a.m. - 9:30 AM	Recapitulation of Day III		.		
09.30 a.m. – 10.45a.m.	Role of Different Stakeholders in Juvenile Justice System viz. Legal Aid Services Authority and SJPU	<ul style="list-style-type: none"> Different role and responsibilities being carried out by and functioning of Legal Aid Services Authority and 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 	Lecture through power point presentation, discussion	Acquaintance of the participants about role, Responsibilities and Functioning of Juvenile Justice Police Unit and Police
10.45 a.m. – 11.00a.m.	Tea				
11.00 a.m. – 12.15p.m.	Session Continued				
12.15 p.m. – 1.30 p.m.	Role of Different Stakeholders in Juvenile	<ul style="list-style-type: none"> Different role and responsibilities being 	<ul style="list-style-type: none"> Orient the participants about 	Lecture through power point	Enriched knowledge of participants about the

	Justice System viz. Civil Society Organisations, NGOs, Childline and Community	carried out by Civil Society Organisations, NGOs, Childline and Community	different role and responsibilities being carried out by Civil Society Organisations, NGOs, Childline and Community	presentation, discussion	CHILDLINE emergency outreach system, and other stakeholders in Juvenile Justice System.
1.30 p.m. – 2.30 p.m.	Lunch				
2.30 p.m. – 5.00 p.m.	Visit to a Children's Home	<ul style="list-style-type: none"> • Visit to a Children's Home • Discussion and interaction • Noting down observations 	<ul style="list-style-type: none"> • Make the participants familiarize with the functioning of a Children's Home established under the Juvenile Justice Act 		Participants will develop better understanding of the functioning of visited Institutions under the JJ Act
Day- V					
09.00 a.m. – 09.30 a.m.	Recapitulation of Day 4				
09.30 a.m. –	Discussion on the Field	<ul style="list-style-type: none"> • Discussion on 	<ul style="list-style-type: none"> • Enable the 	Discussion	Participants will learn

10.45 a.m.	Visit to a Children's Home	observations of all the participants on the visit	participants give feedback on their visit to Children's Home		about CCIs, the children as inmates, standards for CCIs and overall management of Homes for children.
10.45 a.m. – 11.00 a.m.	Tea				
11.00 a.m. – 12.15 p.m.	Role of Adoption Agencies in Promoting In-country Adoption and their Linkages with ICPS	<ul style="list-style-type: none"> • Different role and responsibilities being carried out by various adoption agencies in promoting in-country adoption • Areas of linkages between adoption agencies and ICPS 	<ul style="list-style-type: none"> • Orient the participants about different role and responsibilities being carried out by various adoption agencies in promoting in-country adoption • Discuss with them about the areas of linkages between adoption agencies and ICPS 	Lecture through power point presentation, discussion	Enriched knowledge of participants about the in-country and Inter-country adoption procedure.
12.15 p.m. – 1.30 p.m.	Session Continued				
1.30 p.m. – 2.30 p.m.	Lunch				
2.30 p.m. – 3.45	Mechanisms for	<ul style="list-style-type: none"> • Role of District Child 	<ul style="list-style-type: none"> • Sensitize the 	Lecture through	Role of DCPOs and

p.m.	Coordinating and Liaison with Different Stakeholders: Role of District Child Protection Officers of DCPS	Protection Officers of DCPS of different categories in coordinating and liaison with different stakeholders	participants about their possible role in coordinating and liaison with different stakeholders	power point presentation, discussion	convergence with other stakeholders will be clear
3.45 p.m. – 4.00 p.m.	Tea				
4.00 p.m. – 5.15 p.m.	Session Continued				
Day- VI					
09.00 a.m. – 09.30 a.m.	Recapitulation of Day 5				
09.30 a.m. – 10.45 a.m.	Child Tracking System – Issues & strategy for implementation	<ul style="list-style-type: none"> Emerging problem of missing and found children in the country. Till present attempt to solve the problem The available child tracking system 	<ul style="list-style-type: none"> Orient the participants about the emerging problem of missing and found children in the country as well as the available child tracking system 	Lecture through power point presentation, discussion	Participants will have better understanding of child tracking system.

		<ul style="list-style-type: none"> • Role of ICPS in developing an effective system for child protection data management and reporting and a tool for monitoring implementation of all child protection schemes of MWCD • Role of ICPS in tracking missing children and their ultimate repatriation and rehabilitation • Concept & components of child tracking system. 			
10.45 a.m. – 11.00 a.m.	Tea				
11.00 a.m. – 01.00 p.m.	Group exercise on Child Tracking System				
01.00 p.m. – 2.00	Lunch				

p.m.					
2.00 p.m. – 5.00 p.m.	Visit to an Observation Home	<ul style="list-style-type: none"> • Visit to an Observation Home • The neutral mind –set entry in these homes. • Observing the practical functioning in consonance to the laws. • Observation of children and the recruited staff and their relation i.e communication observation, rehabilitation attempt, happiness of the child in dwelling in observation homes to be observed. <ul style="list-style-type: none"> • Discussion and interaction • Noting down observations 	<ul style="list-style-type: none"> • Make the participants familiarize with the functioning of an Observation Home established under the Juvenile Justice Act 		Participants will develop better understanding of the functioning of visited institutions under the JJ Act

Day- VII					
09.00 a.m. – 09.30 a.m.	Recapitulation of Day 6				
09.30 a.m. – 10.45 a.m.	Discussion on the Field Visit to an Observation Home	<ul style="list-style-type: none"> • Discussion on observations of all the participants on the visit 	<ul style="list-style-type: none"> • Enable the participants give feedback on their visit to Observation Home 	Discussion	Will give more clarity to the participants regarding the functioning and the model functioning under JJ Act
10.45 a.m. – 11.00 a.m.	Tea				
11.00 a.m. – 01.00 p.m.	Techniques of Capacity Building Need Assessment including Group Work	<ul style="list-style-type: none"> • Why to build capacity? • How to identify and assess the capacity building needs? • How to retain the capacity building? 	<ul style="list-style-type: none"> • Help the participants recognize the importance of identifying their own capacity building needs and understand the techniques of assessing these needs 	Lecture through power point presentation, discussion	Participants will develop better understanding of how to conduct training need assessment; identify capacity building; develop and maintain database of personnel for training; develop and implement State Training Plan
01.00 p.m. – 2.00	Lunch				

p.m.					
2.00 p.m. – 5.00 p.m.	Need & Importance of IEC Materials; Techniques of developing problem specific publicity materials; Advocacy –Need & Steps in Planning an Advocacy Campaign	<ul style="list-style-type: none"> • Concept, definition and need of Information, Education and Communication (IEC) materials. • Different methods and techniques for developing IEC Materials. • Do's and Don'ts while developing Problem Specific IEC material. • Defining the term advocacy and its need Under ICPS. • Planning and procedure to organise an Advocacy campaigns. 	<p>To develop understanding of the participants about identification of IEC material and the techniques to develop them;</p> <p>To enable participants understand need of advocacy under the scheme and planning for it.</p> <p>Orient the participants about the role of advocacy, public education and communication in the area of child rights and child protection</p>	<p>Presentation, discussion, simulation games and questionnaire.</p>	<p>Participants will be acquaintance about the techniques and procedure to assess the IEC material need and techniques to develop it.</p> <p>Participants will improve understanding about the need of advocacy and organising campaigns.</p>
Day- VIII					

09.00 a.m. – 09.30 a.m.	Recapitulation of Day 7				
09.30 a.m. – 10.45 a.m.	Monitoring and Evaluation System in ICPS	<ul style="list-style-type: none"> Monitoring mechanism in ICPS at different levels Evaluation system in ICPS 	<ul style="list-style-type: none"> Orient the participants about the monitoring and evaluation system as envisaged in ICPS 	Lecture through power point presentation, discussion	Participants will be able to develop clear understanding about methods of monitoring and evaluation of ICPS scheme.
10.45 a.m. – 11.00 a.m.	Tea				
11.00 a.m. – 12.00 noon	Group Work for Developing a District Child Protection Plan (for districts of representing states)	<ul style="list-style-type: none"> 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 	<ul style="list-style-type: none"> Enable the participants to discuss about the coordinating and networking mechanisms for implementation of ICPS at district level 	Lecture through power point presentation, discussion and practical exercise	The planning and execution of mandate under ICPS for the District will be the exercise and participants will learn by doing the same

		<p>level</p> <ul style="list-style-type: none"> • Develop a Child Protection Plan for their respective districts (of representing states) 			
12.00 noon – 1.15 p.m.	Session Continued				
01.15 p.m. – 02.15 p.m.	Lunch				
2.15 pm – 3.15 pm	Team Management(leadership and management, motivation, conflict management)	<ul style="list-style-type: none"> • Concept of motivation • Methods of conflict management • Leadership and management 	Soft skill development of the participants.	Presentation Games Group exercise Role play	Participant will develop soft skill for implementation of scheme and team management.
3:15 pm-3:45	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.

3:45 pm-4:00 pm	Tea				
4:00 pm-5:00 pm	Panel Discussion/Open House Discussion	Situational Analysis and Functioning of ICPS and its implementation.	<p>Comprehending situation of children</p> <p>Appreciate factors affecting/ concerns for implementation of ICPS.</p> <p>Importance of partnership between stake-holder for child protection.</p>	Open discussion	Enhanced understanding on situational analysis for the implementation of Scheme.
5:00 pm-5:30 pm	Valedictory session	<ul style="list-style-type: none"> • Distribution of Certificates • Concluding Remarks by Chief Guest 			