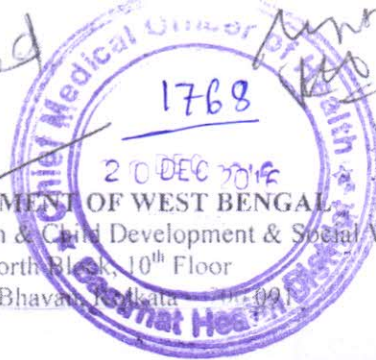


No. 4080/01 conf DM  
dt 5.8.15

ADMF

To all concerned  
all



GOVERNMENT OF WEST BENGAL  
Department of Women & Child Development & Social Welfare  
North Block, 10th Floor  
Bikash Bhavan, Kolkata - 700 001

No. 72/OSD-Secy./CD,WD &SW/15

Date : 03-08-2015

From : Dipak Ghosh, IAS(Retd.)  
OSD & EO Secretary,  
Department of Women & Child Development  
& Social Welfare,  
Government of West Bengal

1799(3)/conf(D)

06/8/15

DSM/despo/CA

To: District Magistrate,  
(1-20)

Cooch Behar/ Darjeeling/ Jalpaiguri/ Alipurduar/ Malda/ Uttar Dinajpur/  
Dakshin Dinajpur/ Murshidabad/ Nadia/ Purulia/ Bankura/ Birbhum/  
Burdwan/ Paschim Medinipur/ Purba Medinipur / Howrah/ Hooghly  
North 24 Pgs/ South 24 Pgs.

(21) - Addl. Director of Social Welfare(Kolkata)

Sub: Modified Guideline of Child Protection Committees(CPCs)  
at Village, Block and Ward Levels under the ICPS

Ref: This office letter No.1538/CD&WDSW/15 dated 13-03-2015 &  
1732/CD&WDSW/15 dated 10th July, 2015.

Sir/Madam,

In terms of this Department's Memo No. 1323/CD&WDSW/14 dated 27.10.2014 this Department launched a Guideline for Constitution of Child Protection Committees(CPCs) at Village, Block and Ward level under the Integrated Child Protection Schemes(ICPS).

On the basis of discussion with stakeholders it was felt necessary to modify the aforesaid guideline in order to facilitate formation and effective functioning of CPCs. Accordingly, partial modification of the guidelines at page no. 1 and page nos. 6 - 11 is approved.

The copy of the modified guidelines is enclosed for your perusal and taking necessary action.

Yours faithfully,

(Dipak Ghosh)

OSD & E.O. Secretary

Encl: As stated.

675/SW(DN)

Memo No. — Date. 6.8.15

Copy forwarded for information to -

- (1) SDOs - (All) - for in smooth and necessary plan
- (2) BDOs - (All) - for in smooth and necessary plan
- (3) CDOs - (All) - for in smooth and necessary plan
- (4) Executive officers - Municipalities - for in smooth and necessary plan
- (5) District Social Welfare Officer

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

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

Guideline for formation and strengthening of child protection committees under Integrated Child  
Protection Scheme in West Bengal



### Guidelines for Child Protection Committees

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

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

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

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

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

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

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

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

- 1.2.1 **Block level Child Protection Committees (BLCPC):** The BLCPC will support VLCPCs in planning, budgeting, developing awareness raising activities, formation of VLCPCs, capacity building and other work as per the ICPS guidelines in coordination with District Child Protection Unit (DCPU).\* The BLCPC will also take periodic report from VLCPCs, submit these reports to DCPU along with action taken report. The BLCPC will also work as a referral point for VLCPCs to support them in addressing cases of child protection and child rights violation.
- 1.2.2 **Ward Level Child Protection Committees in Urban Area (WLCPC):** The WLCPCs will be formed at the urban areas and will report to DCPU. The purpose of the WLCPC will be to monitor, report, respond, refer and raise awareness among the community for protection of children under the guidance of DCPU.



\*The word DCPU will replace DCPS throughout the guidelines

## 2 Composition of Child Protection Committee

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

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

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

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



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

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

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



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

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

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

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

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

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

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

### 3 Formation of Child Protection Committees

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

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

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

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



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

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

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



## **Decisions taken at the District Level Workshop on Child Protection issues on 06.12.2016**

**14/12/2016:** To complete the sensitization workshop at the Sub-Divisional level with the Municipalities & Blocks on composition of VLCPC, WLCPC & BLCPC and their functioning: Sub Divisional Officer.

**17/12/2016:** By the date on a single day on a single session and a single venue all such committees to be formed (if not already done) and sensitization for their functioning may be done properly in a sustainable manner: Block Level & Municipality Level (Supervision of SDO)

**17/12/2016 to 22/12/2016:** As per convenience and as per schedule the members of VLCPC and WLCPC will scan their respective jurisdiction regarding the issues as described in the guidelines for "Child Protection Committee" issued by the Women & Child Development & Social Welfare Deptt., Govt. of West Bengal.

The major points of observation by CPC will be as under:

- 1) To make a list of running Homes (Govt. or Non-Govt.) running in the area. They will also make a visit to understand the nature or function of the Home.
- 2) To make a list of Nursing Homes & Residential Medical Centre (Govt. or Non- Govt.) running in the area. (These two lists under one Block be compiled and soft copy be mailed to Sub-Division immediately by third week this month).
- 3) During inspecting the Home verification the licenses and its validation must be ensured. Anything wrong must be reported to the concerned Office immediately.
- 4) All present data regarding Homes, NGOs, Nursing Homes must be shared with Police administration and they must be a part of inspection team as and when required.
- 3) All working NGOs must be within the data bank of social welfare section, North 24 Parganas. All homes who are working as Children Home/Shelter Homes/Cottage Home/Old Age Home/Short Stay Home or Home under Mass Education must be in the data bank of District Administration and 100% inspection must be completed by the District Inspection team within 6<sup>th</sup> January 2017.
- 4) CPC will also scan the area concerned about all child related issues-
  - i) Whether any child is missing (Very Important).
  - ii) Whether any child is engaged as child labour.
  - iii) Whether any child is school dropout.
  - iv) Whether any child is engaged as bonded labour at domestic work.



v) To access through the AWW & AWH worker location of pregnant mother vis-à-vis Child birth location of children (Very Important).

vi) To access and wide publicity of menaces of child marriage.

Awareness generating mechanism must be improved using visible IEC at Bus stands, market places and involvement of Folk artists for programmes related to child protections, do's and don'ts of pregnant women, institutional delivery: Action:- CMOH & DSWO.

The Commissioner of Police Bidhannagar /Barrackpore & Superintendent of Police, North 24 Parganas will involve one Civic Volunteer for each VLCPC/WLCPC within their jurisdiction.

5) The Gram Panchayat Pradhan being the Chairperson of VLCPC with the active participation & help of his office Staff and Member Secretaries will compile a list for the first month and update it for the following months continuously in a sincere manner so that all the CPCs have updated report always in hand (A static Register will be best).

6) If any problematic issues are found the VLCPC & WLCPC should inform it to the Chairperson and Member Secretary of BLCPC or the designated office to sort out the issue and to continue persuasion till its disposal.

7) Relevant contact nos. of Officers should be always in hand of the CPCs.

8) It is informally guided that the composition of members for the **fourth Saturday meeting of all GPs** for the VHSNC Committee are nearly same. So efforts may be taken by Block & GP to hold CPC meeting also on the same day for all the following months. Similarly in Municipal area at fixed date like 2<sup>nd</sup> Tuesday may be fixed by Chairperson of Municipality.

9) For general function and work of the CPC no separate fund will be percolated/allotted from the Deptt. So the Panchayat Raj body should allocate at least a minimum fund for the purpose every month or in yearly budget. The BDOs may please find at their endeavors to add any action he may deem fit in consultation of the Chairperson for better monitoring, supervision and functioning of the CPC's following the guidelines issued by the Social Welfare Deptt.

10) On 27<sup>th</sup> December, 2016 **Special Child Rights Day** must be observed all over the district in all Blocks, Municipality, Venue, Programme and report of the programme should have to be communicated to the District Administration well ahead. District Level programme will be held at Rabindra Bhavan, Barasat.

Stake holder-BDO, CDPO, BMOH, AWW, ANM, ASHA. Members of CPCs, As there was nothing more to discuss the meeting ended with thanks to and from the chair.

As there was nothing more to discuss the meeting ended with thanks to and from the chair.

Enclosure:- Soft copy on guideline of CPC.

sd/—

District Magistrate  
North 24 Parganas, Barasat




Memo No 2062/SW(DN)/(17)

Date 14.12.2016

Copy forwarded for kind information and necessary action:-

- 1) The Commissioner of Police- Barrackpore
- 2) The Commissioner of Police- Bidhannagar
- 3) The Superintendent of Police, North 24 Parganas
- 4) The Chief Medical Officer of Health North 24 Parganas/Basirhat
- 5) The SDO- Barasat/Bidhannagar/Barrackpore/Bongaon/Basirhat
- 6) The Karmadaksha- Sishu-o-Nari-Kalyan-O-Tran, ZP
- 7) The BDO- All (22 Blocks)
- 8) Chairperson CWC and Others members
- 9) DMEO, North 24 Parganas
- 10) DPO (ICDS) North 24 Parganas
- 11) DSWO, North 24 Parganas
- 12) DCPU, North 24 Parganas
- 13) The Executive Officer of Municipality (All)
- 14) CA to the Sabhadhipati, North 24 Parganas
- 15) CA to the District Magistrate, North 24 Parganas
- 16) CA to the Additional District Magistrate (G)/Additional District Magistrate (T)/Additional District Magistrate (D)/ Additional District Magistrate (LR)
- 17) The City Coordinator/Distt. Coordinator, Child Line, North 24 Parganas

 14.12.16


Additional District Magistrate (T)  
North 24 Parganas, Barasat

Memo No 2062/SW(DN)/(17)/1(2)

Date 14.12.2016

Copy forwarded for kind information and necessary action:-

- 1) The Mayor Bidhannagar Municipal Corporation
- 2) The Chairperson (All)---Municipality

 14.12.16

Additional District Magistrate (T)  
North 24 Parganas, Barasat