

**Tools for strengthening
Panchayat and Ward Child
Protection Committees in Gaya
and suggested indicators for data
collection**

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Introduction

There are four main outcomes that we are targeting through the engagement with CPCs. These are described below:

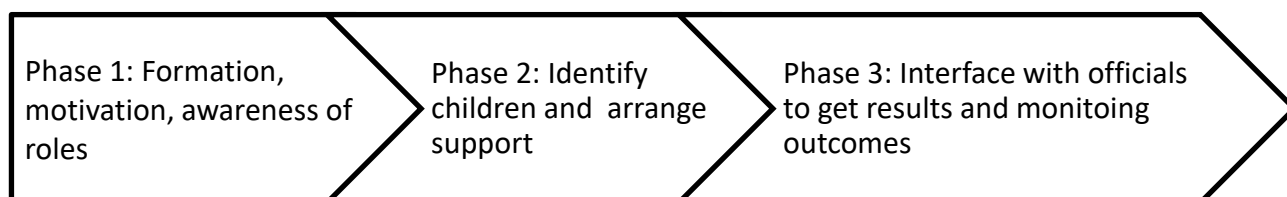
1. Child Protection Committees (CPCs) **intervene in child protection cases** through coordination with block and district structures.
2. CPCs link children/families to **social protection schemes**.
3. CPCs are spaces where **affected families (including trafficking survivors) can find a voice** and get their issues addressed.
4. **Child Protection activities are costed and budgeted** in Gram Panchayat Development Plan (GPDP)

To achieve these outcomes, the Panchayat and Ward level CPCs will carry out the following activities using participatory tools. This process would be spread over a number of phases.

Table- 1. List of Tools

Tools	Purpose
Tool 1: Visioning exercise (Month 1)	To share a vision of a child-safe village – and of a strong and active CPC.
Tool 2: Problem tree (Month 1, 2)	To understand causes of existing problems so that they can build awareness on it
Tool 3: Card sorting on CPC composition and roles and responsibilities (Month 1, 2, 3)	To assess if CPC is functional; composition is as stipulated in ICPS guidelines; aware of role and responsibility
Tool 4: Social mapping (Month 2, 3)	To identify vulnerable children (including those returned from trafficking) and those eligible for schemes / services To map over time their access to schemes / services / protection
Tool 5: Engagement mapping (Month 3, 4)	To map who community approaches in Child Protection cases What is the level of engagement with different groups
Tool 6: GPDP Process tool (Depends on timing of budget process- around December/January)	The GPs need to prepare a budget plan including child protection needs. The process tool will map the different steps with timeline of GPDP preparation.
Tool 7: Child protection budgeting	To strengthen the planning process so that the Development Plan budget includes child protection costs. How can child protection also be one of the priority areas in the village development plan? What budget needs to be allocated?
Tool 8: Regular Monitoring of CPC strengthening processes	To understand the processes being followed to strengthen the CPC functioning and monitor the outcomes

It is envisaged that during the process, CPCs would go through three phases:



PHASE 1 – Formation, motivation, awareness

ENVISIONING A CHILD SAFE VILLAGE

Tool 1: VISIONING EXERCISE with CPC members and / or community depending upon whether the village already has a CPC or if it has to be formed (Tool to be repeated with CPC periodically - every six months)

Each village undergoes a series of exercises before they start the intervention process. Facilitation of these visioning exercises will be through using participatory tools. The exercises end up with some resolution by the CPC for the improvement of child protection 'status' in the villages.

If the CPC is not already formed, then think about the composition (check in Tool 3 below, about considerations for membership). If the CPC is already formed then see whether the membership can be adjusted, if needed.

For every CPC meeting being conducted at Panchayat or Ward level, minutes and attendance can be recorded and kept for documentation. The government's CPC manual provides a suggestive format for the same and can be seen in Annexure I & II.

Step 1: CPC members and / or community will map their vision of a strong child protection mechanism by asking:

1. *"What are the issues in a village that make children vulnerable?"* These should be written or drawn on cards and the cards should be shown where they can be seen by everyone.
2. *"Which of these issues is having the greatest or least affect on children in our village".* Try to rank or sort the cards according to whether they have more or less impact on local children.
3. Now draw a cloud like the one below, with the question *"What is a child-safe community?"* – and write/draw on cards to say the **opposite** of the issues that are having the greatest impact on local children e.g. if one of the cards says "many children not coming to school", then the opposite would be "all children attend school". Put these around the cloud.



Step 2: In order to have understanding on actions taken so far the Group would list on cards "what actions have been carried out to make the community safe for children in the last one year?" and place these cards into the following matrix:

Table – 2 Action Taken Format

	Individual Action	Collective/group Action	If a collective is taking action, who is the collective?
Action			

Based on the status of these actions, subsequent actions can be planned by the project staff along with the group.

Step 3: For a child-safe community, list on cards the characteristics of a strong CPC (see examples in the table below), and then for each characteristic, add a smiley face, neutral or sad face – depending on where the group thinks that the CPC in your community is at currently. (Tool to be repeated with CPC periodically – every three months)

Table – 3 Tool for CPC Grading

Vision of a strong CPC How well is the community doing till now?			
Where are you now?	☹	:-	😊
Meets regularly			
Is aware of child protection issues			
Engages actively with community			
Builds awareness			
Identifies vulnerable children and returned trafficked children			
Knows whom to approach and what action to take			
Tracks migrants and ensures documentation			
Reports periodically using all relevant annexures as detailed in CPC guidelines			
Any other (include any other criteria if stated by participants)			

[illegible]

Problem Tree: Problem tree involves participants using a drawing of the trunk, roots and branches of a tree to identify a problem, and the causes and effects of the problem. The tool provides a visual and non-threatening way to look closely at problems.



Sample image of a problem tree analysis done with a group of villagers on spread of malaria

Steps

- 1 Explain the purpose of the tool and ask participants to identify a problem relating to child labour or trafficking. This problem may have been identified from using a earlier discussion.
- 2 Make a large drawing of the trunk of a tree and draw or write the problem on the trunk.
- 3 Encourage the participants to identify the main causes of the problem. Draw these along large roots of the tree. For example, fear of increased dowry, indebtedness, pressure from dominant castes etc
- 4 Select one of the main causes. Ask, 'Why do you think this happens?' This question will help participants identify the 'secondary' causes. Draw or write the 'secondary' causes as small roots coming off the larger root of the tree. For example, fear of sexual harassment may be because of lack of respect for women, lack of safety mechanisms, absence of spaces to discuss sexual harassment, etc. Repeat the process for each of the other main causes until it not possible to ask the question 'Why'. Some of these root causes may be linked with each other. These linkages will help the participants understand the root cause of the problem that needs to be addressed.
- 5 Repeat the process for each of the other main causes until it not possible to ask the question 'Why'.
- 6 Encourage the participants to identify effects of the problem. Ask them to write each effect as large branches of the tree
- 7 Select one of the main effects. Ask the participants, 'Why do you think this happens?' to encourage them to identify the 'secondary' effects. Ask them to write the 'secondary' effects as small branches coming off the larger branch of the tree.
- 8 Repeat the process for the other main effects.
- 9 When completed, discuss what the problem tree shows. For example, how do the causes and effects relate to each other? What are the root causes of the problem?
- 10 Participants can now turn the problem tree into a solution/objective tree to plan activities

The group then identifies what action can be taken in the context of the specific problem identified.

As Government of Bihar has already published a manual on CPC strengthening, some of the formats should be used for filing of records. This would be helpful when you interact with the DCPU to follow up on the actions.

To make a record of the discussions from the Problem Tree exercise, issues can be filled in the format provided below, along with details regarding the decisions about activities, timeline, and responsible person. Group can also tentatively list who is in need of help.

Table- 4. Village / Ward Child Protection Scheme Format. (Annexure III as per government guidelines)

Village / Ward:		Panchayat:		Block:		District:	
S. No.	Issues	Activities	How to do it	Time Line	Responsible Person	Who is in need of help	

AWARENESS OF CPC AND ITS RESPONSIBILITIES

Once the CPC has been formed and activated, a card sorting exercise will be done to understand the composition of the CPC.

Tool 3: CARD SORTING on composition of CPC and its awareness on its roles and responsibilities

Tool to be facilitated with CPC periodically (every three months)

Step 1: List out the members of the CPC and tick the relevant boxes on the following grid

Table – 5 Members record Sheet

	Female	Male	Child/youth	SC/ST/Min ority/PWD	Joined on (date)	Number of meetings attended
Member 1						
Member 2						
Member 3						
Member 4 etc						

Table- 6 Summary sheet of composition of CPC

Status	No	Yes
15 members		
At least six women members		
At least two child/youth members		
At least one girl child		
External stakeholders (Members of BLCPC, DCPU, DSWO can participate in meeting)		
Anganwadi member		
SC/ST, Minorities, PwD		
Families/individuals affected by previous child labour/trafficking		

If it has existed before, what is the status of the committee at Panchayat, Block and Ward levels? Tool to be repeated with CPC periodically (every three months)

Table – 7 Format to record ward, panchayat and Block level Meeting.

Status	Ward CPCs	Panchayat CPC	Block CPC
No Meeting			
Meets but irregular			
Meets regularly (each month)			
Meets regularly and minutes recorded			
Takes actions			

Table- 8 Composition of Panchayat Level CPC

S. No.	Proposed Member	PLCPC	Women Member	Post
1	Head of Panchayat	1		Chairperson
2	Sarpanch / Deputy Chief	1		Vice Chairperson
3	Anganwadi Supervisor (Nominated by CDPO)	1	1	Member - secretary
4	Sarpanch	1		Member
5	Panchayat Samiti Member	1/2		Member
6	All ward members	All	Woman ward member	Member
7	School Teacher ¹	1		Member
8	A.N.M.	1	1	Member
9	Vikas Mitra ²	1		Member
10	Anganwadi Worker ³	1	1	Member
11	Member ⁴ of Kishori Girl Child Group / Sabala or Meena Manch / Member of Child Parliament	3	1	Member
12	Representative of SC/ST community/PWD/Weaker Section (nominated by the Chairman by rotation) (*members may increase)	2	1	Member
13	Respected and famous person of the community	2	1	Member
14	watchman ⁵	1		Member
15	Representative ⁶ of NGO's/ SHG groups	2	1	Member
	Total	19/20 +All ward members	7+ Women Ward Members	

Note:

1. Members of Block Level Child Protection Committee, District Level Child Protection Committee and District Child Protection Unit can participate in the meetings of Panchayat Level Child Protection Committee.
2. In order to ensure representation of all the units of the Service Provider Bodies located in different villages of the Panchayat, the members representing these bodies viz. NM, Anganwadi Sevika and school teacher will be made members of the committee in turn.

Table – 9 Composition of Ward Level CPC

S. No.	Proposed Member	WLCPC	Women Member	Post
1	Ward Member (Nominated by Chairman of PLCPC)	1		Chairperson
2	Panch	1		Vice Chairperson
3	Anganwadi Worker	1	1	Member - secretary
4	School Teacher (Nominated by the Block Education Officer)	1		Member
5	Tola Sevak (nominated by the President by rotation for two years)	1		Member
6	Asha Worker	1	1	Member
7	Member of Kishori Girl Child Group / Sabala or Meena Manch / Member of Child Parliament	2	1	Member

¹ Nominated by the Block Education Officer by rotation for two years.

² Nominated by the President by rotation for two years.

³ Nominated by Anganwadi supervisor for two years by rotation.

⁴ Group Nominated Representatives! If there are no such groups, then the child representative nominated by the principal of the secondary / high school

⁵ Nominated by the juvenile-cum-child welfare officer of the local police station by rotation for two years

⁶ Nominated by the Chairman by rotation for two years in consultation with the Secretary.

8	Parents from the School Management Committee (nominated by the Chairman by rotation for two years)	1		
9	Representative of SC/ST community/PWD/Weaker Section (nominated by the Chairman by rotation) (*members may increase)	2	1	Member
10	Representative ⁷ of NGO's/ SHG groups	2	1	Member
11	Respected and famous person of the community	1		Member
12	watchman ⁸	1		Member
	Total	15	5	

Note:

1. The member of the District Child Protection Unit and the representative of Child Line can be invited as a member in the meetings of the Ward-Level Child Protection Committee.
2. In order to ensure representation of the service providing bodies located in the ward, which may be more than one, school teachers, members of community based organizations/self-help groups will be made members of the committee on rotational basis.

Step 2. List the roles and responsibilities of CPC on different cards.

The CPC lists out as many roles as it is aware of. The following table gives a detailed list, but the CPC may not list all this in Phase 1. Discuss the role in detail and mark the status on the grid below. (Tool to be facilitated with CPC twice at interval of three months in first six month).

Table- 10 Format to List the roles and responsibilities of CPC on different cards.

S. No	Roles and Responsibilities of CPC	Do not know	Knows it but is not done	Done
1	Prepare an assessment report on the status of children in difficult circumstances.			
2	Mapping of village to identify the most vulnerable children and the needs of those households			
3	Ensuring a register is kept of families with members migrating for work, indicating contact details and who is assisting them to take up the work.			
4	Working with those families to apply for vital entitlements and school enrolment.			
5	Orientation of community and children on raising voices against any form of violence or exploitation against children			
6	Awareness raising in community to combat child trafficking, to prevent child marriages, child labour practices and migration of children for labour purposes (collaborating with CSOs, as needed)			
7	Awareness and sensitisation of parents to send children regularly to school			
8	Submitting periodic report to Block level CPC to tell them about the key challenges and opportunities for child protection			

⁷ Nominated by the Chairman by rotation for two years in consultation with the Secretary.

⁸ Nominated by the juvenile-cum-child welfare officer of the local police station by rotation for two years

S. No	Roles and Responsibilities of CPC	Do not know	Knows it but is not done	Done
9	Maintain record of children in the villages, who are not attending schools, migrated out of village for work, missing children etc			
10	Forwarding application to the Block level CPC of specific children for referral services			
11	Discouraging harmful practices that are against child protection for example sex selective abortion, child marriages, corporal punishment etc			
12	Liaison with BCPC and DCPO for restoration and rehabilitation of rescued trafficked victims, orphan child and unaccompanied children. BCPC to provide support on case-to-case basis in consultation with the DCPO			
13	Promotion of community-level foster care services mentioned in ICPS on case-to-case basis, if any. BCPC will guide the PCPC in consultation with DCPO in such cases			

Step 3: Creating profile of Panchayat/ Village/ Ward and ensuring basic documentation

Facilitator shall guide the CPC for creating a profile of the respective administrative unit (Panchayat/Ward) as per the format provided in Annexure III. This can be kept documented with the CPC.

MAPPING BENEFICIARIES AND ACCESS TO SCHEMES

Tool 4. Social Map to map beneficiaries of schemes covered in child protection and vulnerable children

Step 1: Use the list as provided below to identify and add to the **most important** schemes and benefits that can help families to have enough resources and stability to protect their children. These will form the indicators for social map, with the map showing which households are eligible and need to have that entitlement.

Table-11 List of Focus Schemes

List of focus schemes, which can be plotted on the village map
1. School enrolment
2. Ayushman Bharat PMJAY
3. Aadhar card
4. BPL card
5. PDS
6. MNREGA card & jobs
7. Caste certificate
8. Parvarish scheme
9. Pensions - old age or widow
10. ICDS
11. Residential lease
12. Housing grant
13. Any other locally relevant scheme

To identify families who are eligible to access these schemes, facilitators need to use the list of vulnerabilities as given below and plot the information on the social map. There are 18 types of vulnerabilities listed in the government's CPC manual and out of these, social map will be used to plot only those vulnerabilities that are not of sensitive nature. Other vulnerabilities can be discussed as part of the regular meetings with sensitive members of the CPC. Table below provides the list of vulnerabilities and against each of those provides whether it can mapped through social map or can be discussed with sensitive members in CPC meeting owing to sensitive nature of information.

Step 2: Based on the listed vulnerabilities and schemes as listed in step 1, CPC with facilitator's support would create a household level map and indicate the present status of houses with vulnerable children and / or children eligible for schemes. (If possible social map can be used by the CPC to track their baseline and the changes that happen during the process over the period. This map can be revisited every six months). For depicting vulnerabilities at household level- the CPC can decide to use a particular colour or symbol and put number of people against that.



Step 3: Agree together how CPC members and Panchayat members can work with these households to secure access to the high priority schemes, benefits and protections. Come back to the listing of households and their needs each meeting, to check on

progress, and decide on how to effectively access the entitlements and support they need.

Based on these discussions, CPC would need to maintain certain documentation for regular interaction with BCPC and DCPC, also to support regular follow-up.

Formats to use for this documentation are listed here:

1. Village / Ward Child Protection Scheme Format. (already provided as part of tool 2, can be updated on regular basis)
2. Format for delineation of child rights insecurity (Based on the social mapping, this information can be filled in as per the format provided in Annexure IV)
3. Format for collecting information of children and their families benefited under various social security schemes of the government. (To be filled as per the list of schemes provided as part of step 1 of tool 4, format can be accessed from Annexure V)
4. Format for Case Management (wherever CPC intervenes in individual cases and keeps a regular follow-up, it is suggested that case management format is used to document all the details of the case along with the intervention plan. This needs to be regularly communicated with Block and District unit. Format has been provided as Annexure VI)
5. Panchayat level migrant register can also be maintained at Panchayat office, which can record all the details about the migrant family and its destination. People can be encouraged to register their details before migrating. This can be done with regular follow up by CPCs before and during the peak migration season. (Annexure VII)

Step 4: Summary sheet of information identified in social map to be regularly updated and can be reviewed in every meeting as per the format below

Table-12. Summary sheet of Information

Schemes and services needed OR Vulnerability	Need is identified (# of children/ adults)	Applied for benefit / initiated action (#)	Benefit actually received from government (#)
School enrolment			
Ayushman bharat PMJAY			
Aadhar card			

BPL card			
PDS			
MNREGA card & jobs			
Caste certificate			
Parvarish scheme			
Pensions - old age or widow			
ICDS			
Residential lease			
Housing grant			
Any other			

The updated list of vulnerable households, who have applied for the benefits and those receiving it, should be shared by the CPC with Block CPC and the DCPU on a quarterly basis.

Step 5: As it is important that engagement on field is periodically conveyed to the District and State Unit, all the information collected from the various processes detailed before this, will be collated in form of a dashboard and help in regular follow up action from higher authorities. For this purpose, information as per the format provided below will be submitted on monthly/quarterly basis depending on the nature of information.

Table-13. Dashboard Indicators – Panchayat CPC

Dashboard indicators for each PCPC for each month <i>Activation of Panchayat Child Protection Committees (PCPCs)</i>		
<i>Questions</i>	<i>Data Frequency</i>	<i>Response type</i>
Has the PCPC been formed in the village?	Once formed	Y/N
Have regular meetings of PCPC been happening during the last three months? (<i>Meaning: meetings took place in at least 2 of the last 3 months</i>)	Monthly	Y/N
Has the community mapping process been done to identify the vulnerable children and families in the village? (<i>Meaning: Has this been done (or updated) at least once in the last 3 months</i>)	Quarterly	Y/N
Have PCPC members demonstrated action based on awareness about roles? (<i>Meaning: members have helped put in applications for support and/or visited vulnerable children and/or organised a local meeting on an issue of child protection etc</i>)	Monthly	Number of actions
Has PCPC updated the migration register from the village this month? (<i>Meaning: Have members checked whether any household members (adult or child) migrated to other areas/states and details have been added to the panchayat migration register?</i>)	Monthly	Y/N

Table-14 Access to Social Protection for Vulnerable Children

<i>Questions</i>	<i>Data Frequency</i>	<i>Response type</i>
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*How many potential beneficiary households were assisted to **apply for** social protection entitlements/rights during the past month for each of the schemes below? (Meaning: Fully submitted new application in past month)*

School enrolment	Monthly	Number
Ayushman Bharat PMJAY	Monthly	Number
Aadhar card	Monthly	Number
BPL card	Monthly	Number
PDS	Monthly	Number
MNREGA card & jobs	Monthly	Number
Caste certificate	Monthly	Number
Parvarish scheme	Monthly	Number
Pensions - old age or widow	Monthly	Number
ICDS/Aanganwadi Enrolment	Monthly	Number
Residential lease	Monthly	Number
Housing grant	Monthly	Number

*How many beneficiary households have **accessed** social protection entitlements? (Meaning: actually started to receive in past month)*

School enrolment	Monthly	Number
Ayushman Bharat PMJAY	Monthly	Number
Aadhar card	Monthly	Number
BPL card	Monthly	Number
PDS	Monthly	Number
MNREGA card & jobs	Monthly	Number
Caste certificate	Monthly	Number
Parvarish scheme	Monthly	Number
Pensions - old age or widow	Monthly	Number
ICDS/Aanganwadi enrolment	Monthly	Number
Residential lease	Monthly	Number
Housing grant	Monthly	Number

Inclusion of Child Protection in Gram Panchayat Budget

Questions	<i>Data Frequency</i>	<i>Response type</i>
Has the PCPC identified and submitted a Gram Panchayat budget request for at least 1 need related to child protection in the village?	Half yearly	Y/N
Have any child protection needs and budgets been approved in GP Budget? <i>(If so, provide details)</i>	Half yearly	Y/N

District Child Protection Unit (DCPU) Engagement with PCPCs

Questions	<i>Data Frequency</i>	<i>Response type</i>
Was a monthly report with listing of needs, activities and any identified delays in delivery of government assistance sent to DCPU?	Monthly	Y/N
Did DCPU visit the PCPC this month?	Monthly	Y/N

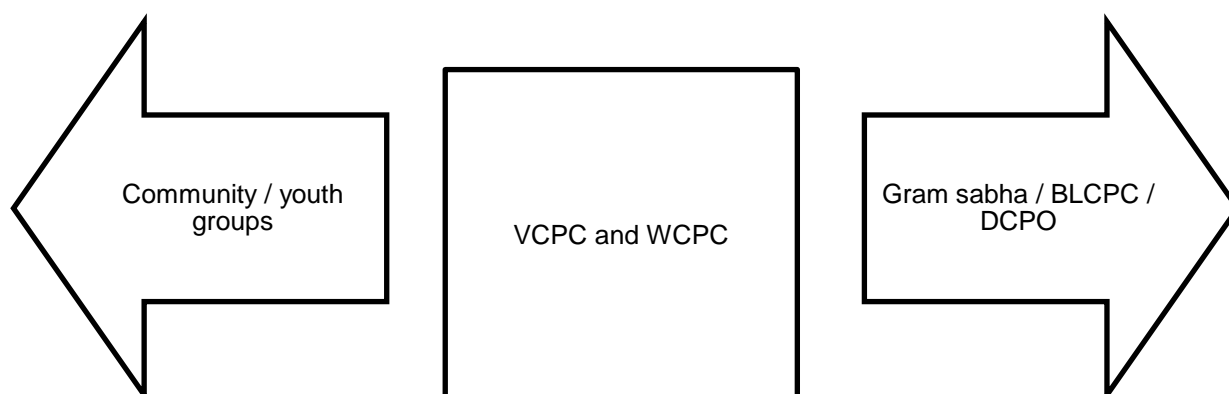
Has PCPC received any response this month from the DCPU against the submitted reports?	Monthly	Y/N
Has there been a Block CPC meeting in the past month?	Monthly	Y/N
Did the PCPC bring its issues to the BCPC meeting for resolution?	Monthly	Y/N
Level of functionality of the PCPC		
What level of functionality is the CPC at? (<i>Meaning: See criteria explained in Tool 8 below</i>)		
<i>Level 0 = not meeting, no participation</i>	Quarterly	Number
<i>Level 1 Basic = Criteria 1 - 2 are fully met</i>	Quarterly	Number
<i>Level 2 Functional = Criteria 1 - 6 are fully met</i>	Quarterly	Number
<i>Level 3 Active = At least 9 out of the 10 criteria are fully met</i>	Quarterly	Number

Table-15. Dashboard indicators: Ward CPC

Dashboard indicators for each WCPC for each month		
Question	Data Frequency	Response Type
Has the WCPC been formed in the Ward?	Once formed	Y/N
Have regular meetings of WCPC been happening during the last three months (<i>Meaning: meetings took place in at least 2 of the last 3 months</i>)?	Monthly	Y/N
Has the community mapping process been done to identify the vulnerable children and families? (<i>Meaning: Has this been done (or updated) at least once in the last 3 months</i>)	Quarterly	Y/N
Have WCPC members demonstrated action based on awareness about roles? (<i>Meaning: members have helped put in applications for support and/or visited vulnerable children and/or organised a local meeting on an issue of child protection etc</i>)	Monthly	Number of actions
Is the Ward CPC at level 0, 1, 2 or 3? <i>But note: WCPC level cannot be on a higher level than the PCPC</i>		
<i>Meaning: Level 1 = Formed and having regular meetings</i>	Quarterly	Number
<i>Level 2 = All of the above, plus it has completed identification of vulnerable children</i>	Quarterly	Number
<i>Level 3 = All of the above, plus it is demonstrating action based on awareness about roles.</i>	Quarterly	Number

Phase 3 – Active interface with community and with village, block and district officials

MAPPING VCPC'S ENGAGEMENT WITH MULTIPLE STAKEHOLDERS ON CHILD PROTECTION



Tool 5. Engagement mapping to map how VCPC engages with multiple stakeholders on both sides of child protection.

Step 1: Building on the social map and the key problems identified in the visioning exercise, the CPC can discuss who are the stakeholders related to child protection issues and list out the stakeholders on cards. The stakeholders can be divided into two groups:

- i) Those who need to be engaged with by CPC to help to create the demand for child protection (family, community groups, youth groups)
- ii) Those agencies and officials that are responsible and accountable to take action as per the schemes.

For example:

Group 1:

- Families
- SHG
- Youth group
- Survivors group

Group 2:

- Village head
- Childline
- Ward member
- SMC

Step 2: For the first group, mark those who are very active in addressing issues related to children (e.g. two ticks on the cards for active stakeholders).

For the second group (who are responsible and accountable), mark it in the stakeholders table below, whether the stakeholders are – Not there/not functioning, functional & accessible or accessible & non-discriminatory - to determine the status of the stakeholder in the context of child protection. Make your own table, so that it shows the stakeholders that the CPC thinks are most important in your context, and so it shows the next steps you will take together to involve them in child protection.

Table-16 Stakeholders Status Mapping

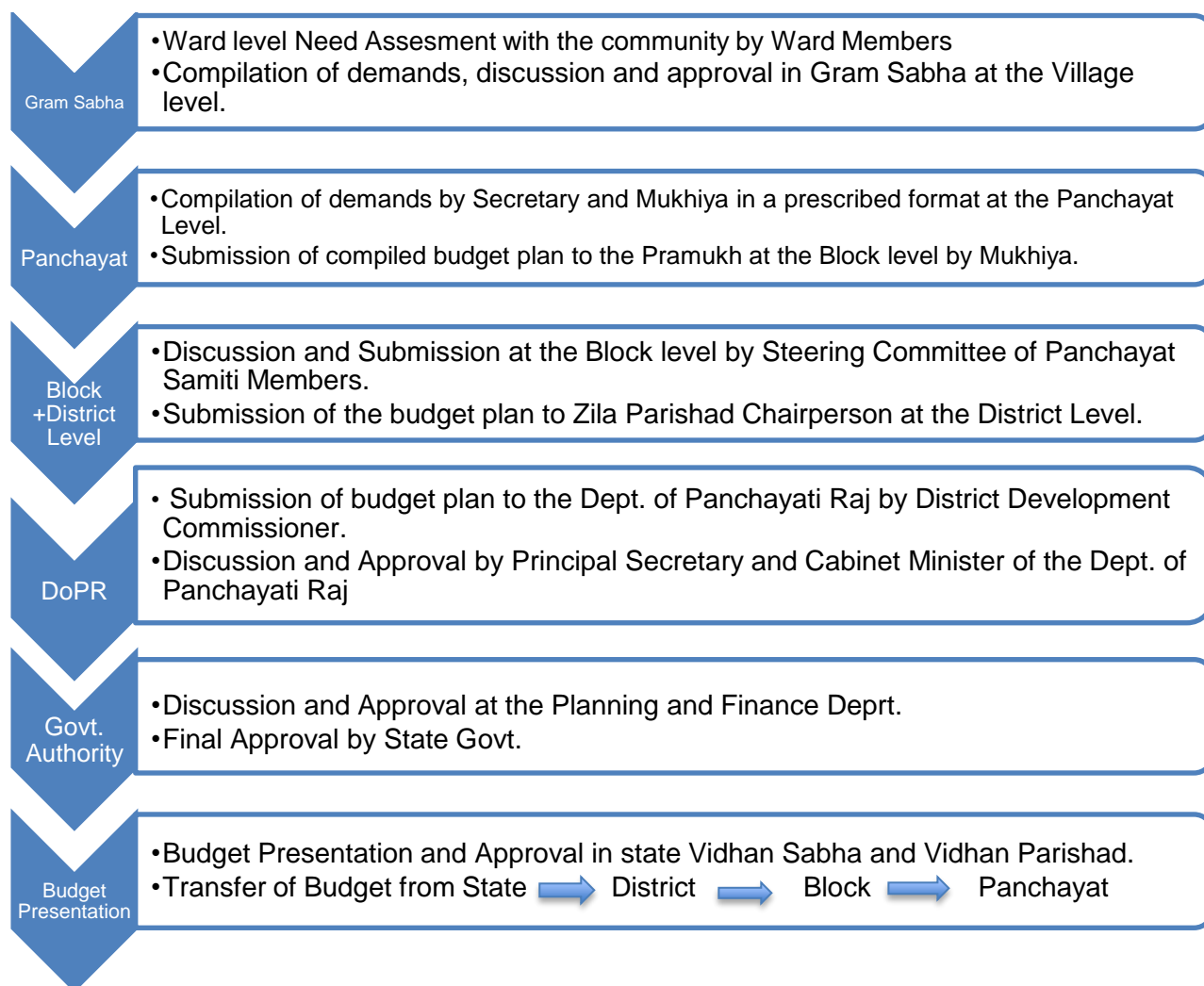
Stakeholders	Not there/not functioning	Functional and Accessible	Accessible and non-discriminatory	Next steps to take, to engage them in child protection.
Aanganwari				
Gram sabha				
School principal				
Teacher				
BDO				
Police				
Ward member				
Other key stakeholders				

The aim is to eventually move the stakeholders from second column to the fourth column.

Every quarter, the same exercise will be carried out to know the status of stakeholder functioning and what needs to be done to make them accessible and non-discriminatory

Tool 6: GPDP PROCESS TOOL to create awareness among the community people on GPDP steps and process

Indicative process of GPDP as adopted at different levels



Step 1. List out different steps in the GPDP and annual budget process to the CPC (as per the process detailed above). Probe in the following areas: Has any one been part of the GPDP process before? What actually happened?

Step 2. List out the steps where different stakeholders play a key role. Then list out different steps where communities play a vital role. How can we be part of the process this year? Whom should we approach to know the timeline of the process? Who will take lead in getting the information and pass on to the CPC?

Step 3. Discuss about last year's plan and budget. Was there anything related to Child protection?

Step 4. Discuss about GPDP steps continuously in the two months of GPDP process. Engage with BDO and update the group about the current status and timeline of GPDP.

Tool 7: GPDP Budget Analysis and Child Protection Budgeting

Step 1. List out different needs of children (if it is already discussed use the same needs chart). Mark the child protection areas in the cards.

Step 2. List out the needs not been taken care of by the existing structures and schemes. What are the needs that are not being met or the risks faced by children in the area that the Gram Panchayat could help to address? How many children might benefit?

Step 3. How much funding would be needed for taking care of the need by the Gram Panchayat? How can we make the Village Development Plan officials understand the need for this funding?

This process could also include signature campaigns or any other ways to take this agenda forward.

Based on the processes followed, the format that is being used for consolidating the key activities as part of tool 2, can be further updated with approximate number of families to be benefitted and required budget. This can be submitted to the Panchayat at a Gram Sabha organised for consolidating the GPDP process. (Suggested format is provided below with additions)

Table-17 Village / Ward Child Protection Scheme Format.

Village / Ward:
District:

Panchayat:

Block:

S. No.	Issues	Activities	How to do it	Approx. number of families benefitted	Budget required (in Rs)	Time Line	Responsible Person	Who is in need of help

Tool 8: Project level Regular Monitoring of CPC processes

Step 1: Monitoring the connections of CPCs with Block and District child protection mechanisms

At the project staff monthly review meeting, facilitators can check on the status of government bodies' support for the CPCs:

Table-18 Project level Regular Monitoring of CPC processes

Steps	Yes	No	Required action
Quarterly standard report is submitted by PCPC to BCPC and DCPO			
Is the competent authority making monitoring visits to the CPCs?			
Is each BCPC aware of what CPCs are doing on child tracking and reporting?			
Is BCPC taking actions to tackle delays or unresponsiveness of key stakeholders?			
Is DCPU taking actions on key issues raised by P/WCPC and BCPC?			

Step 2: CPC Gradation to be by the facilitator (to be done on quarterly basis)

Table-19. CPC Gradation to be conducted by the facilitator

S.No	Criteria	Fully Met	Partially Met	Not Met
1	It meets regularly (i.e. 2 out of last 3 months);			
2	It has active participation from members of different communities/groupings in the village, including the most disadvantaged and at least 2 adolescents/youth			
3	It has identified the vulnerable children, including the returned trafficked children			
4	It has applied for a range of entitlements for these households			
5	It has followed up with officials about these entitlements properly			
6	It has established a Panchayat level migration register to help protect against trafficking			
7	CPC is regularly reporting with all the relevant formats as per the guidelines			
8	It has sent representative(s) to the Block CPC during the past quarter, to bring forward the village children's issues (e.g. giving the BCPC information on delay in entitlements)			
9	It has brought budget requests, relating to children's safety, to the GP Budget process			
10	Elected representatives are advocating for these budget requests to be included.			

This information can be validated from the step 3 of the tool 1

Level definitions:	Level 0 = not meeting, no participation
	Level 1 Basic = Criteria 1 - 2 are fully met
	Level 2 Functional = Criteria 1 - 6 are fully met
	Level 3 Active = At least 9 out of the 10 criteria are fully met

Annexure I (Format taken from government CPC manual)

Format for the proceedings of the meeting of the Child Protection Committee

Meeting No Date..... Place of meeting

Name of the person writing the proceedings of the meeting

.....

Issues raised in the past and the latest status of progress made in that order

.....

An event in which the rights of child protection have been, or are at risk of being violated:-

.....
.....

What progress has been made?

.....

Further recommendation:

.....

Today's Meeting Agenda:

- I.
- II.
- III.
- IV.

Issues raised and discussed in today's meeting

.....

An event in which the rights of child protection have been, or are at risk of being violated. (Ask whether any incidents involving child protection violations have been reported in the village between the last meeting and this meeting.)

- Who is at risk?

.....

Community's own potential.....
(The Child Protection Committee should discuss community's ability to reduce risk)

Solution Suggested by Child Protection Committee: (Write down the options considered as a solution and the final decision taken to reduce the risk)

.....

.....

.....
.....

Necessary follow up and action: (Write about the role of child protection committee / community organizer/ voluntary organization in reducing the danger)

.....
.....
.....
.....

Which issue of child protection was discussed by the community organizer today?
(To make the members of child protection committee aware and sensitized, discuss with them on any one issue of child protection)

.....
.....
.....
.....

Protection committee secretary

Chairperson

Annexure II (Format taken from government CPC manual)

Record of attendance of members of Child Protection Committee

Meeting No.....Meeting DateMeeting Place.....

S. No.	Present Male Members Names	Signature
1		
2		
3		
4		
5		
6		
7		
8		
9		

S. No.	Absent Male Members Names	Reason
1		
2		
3		
4		

S. No.	Present Female Members Names	Signature
1		
2		
3		
4		
5		

S. No.	Absent Female Members Names	Reason
1		
2		
3		
4		
5		
6		
7		

Child Protection Committee, Secretary Chairperson.....

Annexure III (Format taken from government CPC manual)

Format to prepare profile of Panchyat/Village/Ward (To be updated every six months)

Introduction of Village/Ward.

Village/Ward Name			Panchayat			District		
Total Family			Distance From	Block		District		Police Station
Total Population		Male		Female				
Insecure Family	SC	ST	OBC	General	Minority		Other	Total
Total Child Population		Boys		Girls				

Services and Institutions at Village Level

Organisation	Available (Yes/No)	Person In-Charge	Contact	Institutions	Available (Yes/No)	Person In-Charge	Contact
Aanganwadi Centre				Hospital/CHC/PHC			
Primary School				Police Station/Chowki			
Upper Primary School				Post Office			
Middle School				Religious Institution			
Madhyamik School				Youth Club			
Uchhtar Madhyamik School				Sports Club			

Annexure IV (Format taken from government CPC manual)

Format for delineation of child rights insecurity.

Village / Ward:

Panchayat:

Block:

District:

Date:

S. No.	Name	Name of Mother-Father/Guardian	Age	Sex	Caste	Insecurity* (Use the code mentioned in the types of vulnerabilities table)			Help Provided By CPC	Remarks

Insecurity*- Could be more than one - use from the list of 18 kinds of vulnerabilities as provided below

Table- 20 List of Vulnerabilities.

S. No. (Code to be used in the format)	Vulnerability Category	Vulnerabilities Mapping through Social Mapping	Vulnerabilities Mapping through regular meeting with sensitive CPC Members
1	Out of School children.	✓	
2	Children never enrolled in school	✓	
3	Children with physical disability	✓	
4	Child Marriage*		✓
5	Child Labour*		✓
6	Orphan	✓	
7	Children with single parent	✓	
8	Children of Migrant families	✓	
9	Destitute children	✓	
10	Children in need of care and protection*		✓
11	Children who violate the law/ Children in contact with law*		✓
12	Children of drug addict families*		✓
13	Drug addict children*		✓
14	Sexually abused children**		✓
15	Physically abused children**		✓
16	Street Children	✓	
17	HIV/AIDS positive children **		✓
18	Any Other	Depending on the nature of vulnerability	

- These vulnerabilities are of sensitive nature and discussing in public may further stigmatise the families, therefore utmost care shall be taken while raising these issues and only be limited to sensitive group of CPC members

** These vulnerabilities are highly sensitive and survivors' identity also needs to be protected as per the law. This shall be limited to very closed discussion only with few sensitive members keeping the best interest of the survivors.

Annexure V (Format taken from government CPC manual)

Format for collecting information of children and their families benefited under various social security schemes of the government.

Village / Ward:

Panchayat:

Block:

District:

S. N o.	Nam e of the Chil d	Name of Mother-Father/ Guardia n	Age	Sex	Name of the Benefic iary	Relatio nship with the child	Name of the Schem e	Date of Apply.	Date/M onth of Schem e Approv al	Type of Benefi t under the Sche me

Annexure VI (Format taken from government CPC manual)

Format for Case Management

Village / Ward:

Panchayat:

Block:

District:

Case No.		Date of Reporting	
Name and Address of Complainant/Informer			
Details of Child (Name, Age, Sex etc)			
Details of Case			
Plan of Intervention	Plan of 1st Intervention Plan of 2nd Intervention (Follow up-1) Plan of 3rd Intervention (Follow up-2)		
Action Plan	Action taken as per the Plan of 1st Intervention Action taken (Follow up-1) as per the Plan of 2nd Intervention Action taken (Follow up-2) as per the Plan of 3rd Intervention		
Current Status (Provide as much information as possible and mention date of last reporting)			
Remarks			

Annexure VII (Format taken from government CPC manual)

Migration Tracking Format (Prepared by Centre DIRECT)		
Sl.No	Questions	Response
1	Name	
2	Gender (Male/Female)	
3	Father /Husband Name	
4	Address with Gram Panchayat	
5	Caste (SC/Minority /EBC/OBC/Gen)	
6	Age (Years)	
7	Household no.	
8	Contact Number	
9	Alternate Contact no. for any emergency	
10	Literate/illiterate	
11	Any Disability	
12	Type of Labour (Unskilled/Semiskilled/Skilled)	
13	Registration at (Source/Destination)	
14	Month of Migration /Year	
15	Destination Place	
16	With Whom migrated	
17	Reason of Migration	
18	Place of work	
19	Company Name	
20	Type of job	
21	Per day working hour	
22	Income Per month (Rs.)	
23	Any other services/facility provided by the employer	
24	Is the family given any advance by the agent/contractor (Yes/No)	
25	Mention Amount (Rs.)	
26	Frequency of contact with family	
27	Frequency of sending money to family	
28	Migration Duration (In Months)	
29	Any health Complication at work during the migration period	
30	Ration Card (Yes/No)	
31	Health Card (Yes/No)	
32	Labour Card (Yes/No)	
33	Remarks	

Table- 21 List of Intervention areas (Centre Direct)

J-Tip Intervention area (Panchayat and village)				
Sl.no	Block Name	Panchayat	Village	Final ward for CPC
1	Chandauti	Nagar	Kapildhara	44 +(3 Hamlets)
2		Kujap	Niyajipur, Kujap	13,14,6,7
3		Nagar	Kendui	39,40 +(3 Hamlet)
4		Rasalpur	Desin bigha, Rasalpur	8,9, 5,6,7
5		Kujapi	Kujapi	2,3,4
6		Khiriyama	Khiriyama	4,5,6
7		Dhansir	Khurar	12,13,14
8		Bara	Bara	10,11,12
9		Korma	Kamalpur, korma	2,3, 12,13
10		Amraha	Sadipur	3,4,5
11		Nagar	Katari hill	28 +(3 Hamlet)
12		Kandi	Kandi	In 3 Wards
13	Khizarsarai	Khizarsarai	Saidpur,Pachoi	10,11,12,14
14		Hemara	Hemara,Dariyapur	07,09,10
15		Jamuawa	Chhotiya, Karpi	4,7,5
16		Sarbahda	Sarbahada	05,10,11
17		Rauniya	Pathak Bigha, Khaira	In 3 Wards
18		Hathiyawa	Hathiyawa	3,4,5
19		Siswar	Siswar	08,09,06
20		Naudiha	Naudiha	in 3 wards
21		Horma	Dewa Fatehpur, Horma, Pachoi	In 3 Wards
22		Aima	Sahbazpur, Aima	In 3 Wards
23		Lodhipur	Keni, lodhipur	In 3 Wards
24		Uchauli	Khaira	In 3 Wards
25		Chiraili	chiraili	In 3 Wards
26	Nimchak Bathani	Mniyara	Bandi, Morabbichak	8,9,10. 1,2,3,
27		Bathani	Nemthu,Chausandi	11,12,5,6,7
28		Telari	Telari	4,7,8
29		Saren	Nateshar,Horidih	10,11,06,
30		Naili	Naili, Gopdiha	05,06,07
31		Khukhri	Neyamatpur	In 3 Wards
32		Mai	Kamalpur, Mai	In 3 Wards
33		Sighaul	Shekhpura,Singhaul	In 3 Wards

34	Belaganj	Kormthu	Mahamadpur	5,6,7,
35		Pai Bigha	Paibigha,Morangpur	10,11,12
36		Agandha	Sahpur	15,16
37		Koriawan	Pandabigha, Men	6,10,11,2,6
38		Bhjlua -1	Kurisarai, Dharampur	4,6,7
39		Shripur	Fatehpur	10,09,11
40		Lodhipur	Parwal bigha,Silaunja	13,14,12
41		Bhalua -2	Munderpur	10,11,13
42		Chiraila	Chiraila	in 3 wards
43		Lakshipur	Tikuli	in 3 wards
44		Belaganj	Bela	In 3 Wards
45		Akathu	Fatehpur	In 3 Wards
46		Panari	Bhagwanpur	In 3 Wards

Table-22. Abbreviations

ANM	Auxiliary Nurse Midwife
BDO	Block Development Officer
BLCPC	Block Level Child Protection Committee
BPL	Below Poverty Line
CDPO	Child Development Project Officer
CPC	Child Protection Committee
CSO	Civil Society Organisation
CHC	Community Health Centre
DCPU	District Child Protection Unit
DCPC	District Child Protection Committee
DCPO	District Child Protection Officer
DoPR	Department of Panchayati Raj
DSWO	District Social Welfare Officer
EBC	Extremely Backward Class
GP	Gram Panchayat
GPDP	Gram Panchayat Development Plan
ICDS	Integrated Child Development Scheme
ICPS	Integrated Child Protection Scheme
MNREGA	Mahatma Gandhi Rural Employment Guarantee Act
NGO	Non Government Organisation
OBC	Other Backward Class
PDS	Public Distribution System
PCPC	Panchayat Child Protection Unit
PHC	Primary Health Centre
PMJAY	Pradhan Mantri Jan Arogya Yojna
PWD	Person with Disability
SC	Scheduled Castes
ST	Scheduled Tribes
SHG	Self Help Group
WCPC	Ward Child Protection Unit
VCPC	Village Child Protection Committee