



MISSION VATSALYA

Jammu & Kashmir



MANUAL FOR VILLAGE & BLOCK LEVEL CHILD WELFARE & PROTECTION COMMITTEES

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Foreword



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Mission Vatsalya stands as a cornerstone of India's commitment to ensuring every child grows up in a safe, caring, and empowering environment. This Manual on the Formation and Functioning of Village and Block Child Welfare and Protection Committees (VCWPCs and BCWPCs) marks a vital step toward realizing this vision in the Union Territory of Jammu and Kashmir.

This manual operationalizes Mission Vatsalya's principles by decentralizing child protection to the community level. Village and Block Committees will enable early identification of children needing care and protection, ensuring timely intervention, rehabilitation, and reintegration. These committees bridge community needs and institutional responses, reaching the last-mile child while integrating efforts across departments like Social Welfare, Rural Development and Panchayati Raj, and local agencies. This convergent approach ensures no child goes unseen or unsupported.

District Child Protection Units (DCPUs) will coordinate and support this system through capacity-building, technical assistance, and regular reviews, enabling committees to manage cases effectively and sustain care across districts.

I am pleased to introduce this manual and commend the National Development Foundation Jammu, Central University of Jammu, and UNICEF India for their collaboration with Mission Vatsalya J&K. Special thanks go to Mr Rajiv Kumar Khajuria, Honorary Patron, National Development Foundation; Prof. Dr. Nancy Mengi, HOD, Department of Social Work, Central University of Jammu, and author; Mr Manish Jain, Programme Director, National Development Foundation; District Child Protection Officers; Mission Vatsalya staff; Child Welfare Committees; and the District Child Protection Units for their contributions. I urge all stakeholders – Government Departments, Civil Society, and Communities—to unite to build a comprehensive child protection framework so that every child in Jammu and Kashmir grows up with dignity, safety, and hope.

I commend this manual to all stakeholders and anticipate our ongoing collaboration.

A handwritten signature in blue ink, appearing to read 'Nazim Zai Khan'.

Nazim Zai Khan, IAS

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SECTION 1: INTRODUCTION AND CONTEXT

1.1 Purpose of this Manual

This Manual has been developed to provide clear, practical, and uniform guidance to Village Level Child Welfare and Protection Committees (VCWPCs) and Block Level Child Welfare and Protection Committees (BCWPCs) on how they are expected to function under Mission Vatsalya in the Union Territory of Jammu & Kashmir.

While Mission Vatsalya and the Juvenile Justice (Care and Protection of Children) Act, 2015 establish the legal and programmatic framework for child protection, frontline committees at the village and block levels often lack step-by-step operational guidance. This Manual fills that gap by translating policy and law into actionable processes, roles, and responsibilities that committees can follow in their day-to-day functioning.

The Manual is intended to serve as:

- A reference document for committee members,
- A standard operating guide for meetings, case handling, coordination, and reporting, and
- A capacity-building aid for training and mentoring VCWPCs and BCWPCs.

1.2 Context: Mission Vatsalya and Community-Based Child Protection

Mission Vatsalya is the flagship child protection scheme of the Government of India, implemented by the Ministry of Women and Child Development (MWCD), to ensure that every child is safe, protected, and able to develop to their full potential. The Mission emphasises strengthening child protection systems at family, community, and institutional levels, recognising that early identification and prevention are most effective when action begins close to where children live.

In this context, VCWPCs and BCWPCs are envisaged as community-based mechanisms that:

- Act as the first point of identification and prevention of child protection concerns,
- Facilitate timely reporting and referrals to statutory authorities, and
- Support families and communities in addressing vulnerabilities before harm escalates.

This Manual situates VCWPCs and BCWPCs firmly within the Mission Vatsalya framework, clarifying that these committees do not replace statutory bodies but strengthen the system by ensuring that children at risk are neither invisible nor ignored, and that they receive support without delay.

1.3 The Three-Tier Child Protection Mechanism

Child protection under Indian law and policy operates through a three-tier structure, consisting of:

1. Village Level – VCWPCs
2. Block Level – BCWPCs
3. District Child Welfare and Protection Committees (DCWPCs)

Each tier has a distinct role, but effective child protection depends on coordination and the flow of information across these levels. VCWPCs identify and monitor children at risk; BCWPCs provide supervision, consolidation, and escalation support; and district-level structures exercise statutory authority, provide services, and issue formal orders. The Chairperson of the DCPCs is a District Magistrate, and the DCPU functions under the general administrative supervision of the DM. The manual focuses specifically on Village and Block-level committees, while clearly outlining how they must interact with and support district-level statutory mechanisms.

1.4 Legal and Policy Framework Guiding this Manual

The functioning of VCWPCs and BCWPCs, as outlined in this Manual, is guided by the following Government of India frameworks:

- Juvenile Justice (Care and Protection of Children) Act, 2015
- Mission Vatsalya Scheme Guidelines, Ministry of Women and Child Development, Government of India
- Protection of Children from Sexual Offences (POCSO) Act, 2012
- United Nations Convention on the Rights of the Child (UNCRC), ratified by India

These instruments collectively establish the principles of:

- Best interest of the child
- Child participation
- Non-discrimination
- Safety, dignity, and confidentiality

VCWPCs and BCWPCs must ensure that all their actions are consistent with these principles.

1.5 Who Should Use this Manual

This Manual is designed for use by:

- Members of VCWPCs and BCWPCs
- Village, Block- and district-level dealing with children
- DCPU staff involved in supervision and mentoring
- Trainers, facilitators, and resource persons supporting committee capacity-building

It should be used during meetings, case discussions, planning exercises, and training programmes, and not merely stored as a reference document.

1.6 How to Use this Manual

Each section of the Manual has been structured to support practical application, and includes:

- Clear explanations of roles and procedures,
- Step-by-step guidance where required,
- Examples drawn from real-life child protection situations,
- Boxed “Do / Do Not” guidance,
- References to formats and tools provided in the annexures.

Committee members are encouraged to refer to relevant sections regularly, especially during meetings, case reviews, and coordination with other authorities.

SECTION 2: OBJECTIVES AND SCOPE OF THE MANUAL

2.1 Overall Objective of the Manual

The primary objective of this Manual is to enable Village Level Child Welfare and Protection Committees (VCWPCs) and Block Level Child Welfare and Protection Committees (BCWPCs) to function effectively, consistently, and lawfully under Mission Vatsalya in the Union Territory of Jammu & Kashmir.

Specifically, the Manual seeks to ensure that committee members:

- Clearly understand their roles and limits of authority,
- Follow uniform procedures for meetings, case identification, reporting, and coordination,
- Act in a manner that is child-centred, rights-based, and legally compliant, and
- Contribute meaningfully to strengthening the three-tier child protection system envisaged under the Juvenile Justice (Care and Protection of Children) Act, 2015.

This Manual is therefore designed as a hands-on operational guide to support committees in moving from intention to action while avoiding delays, duplication, or procedural errors.

2.2 Specific Objectives

2.2.1 Clarifying Roles and Responsibilities

One of the key objectives of this Manual is to provide clear role clarity for VCWPCs and BCWPCs. In the absence of detailed operational instructions, committees often face uncertainty about:

- What actions they are expected to take,
- Which matters they can handle locally, and
- When and how to escalate cases to higher authorities.

This Manual clearly delineates the roles of Chairpersons, Member Secretaries, child representatives, and other members, and defines how village- and block-level committees relate to district-level statutory bodies such as CWCs, JJBs, and DCPUs.

2.2.2 Standardising Procedures Across Villages and Blocks

Another key objective is to promote uniformity in functioning across villages and blocks. Children should receive the same level of attention, protection, and timely response regardless of where they live.

To achieve this, the Manual provides:

- Standard procedures for meetings and record-keeping,
- Common formats for documentation and reporting,
- Clear referral pathways for different types of cases.

This standardisation supports better monitoring, comparability, and accountability under Mission Vatsalya.

2.2.3 Strengthening Early Identification and Prevention

The Manual aims to strengthen the preventive role of VCWPCs and BCWPCs by enabling them to:

- Identify children at risk at an early stage,
- Address vulnerabilities through community-level action wherever possible, and
- Prevent escalation into serious harm requiring institutional intervention.

Early identification and prevention are central to Mission Vatsalya's emphasis on family- and community-based care.

2.2.4 Ensuring Timely Reporting and Legal Compliance

A critical objective of the Manual is to ensure that committees understand their responsibilities related to mandatory reporting, especially in cases involving abuse, exploitation, neglect, trafficking, child marriage, or children in conflict with law.

The Manual aligns committee actions with:

- Reporting timelines under the JJ Act, 2015,
- Mandatory reporting provisions under the POCSO Act, 2012,
- Reporting requirements under Mission Vatsalya.

This reduces the risk of procedural lapses, delays, or legal non-compliance.

2.2.5 Promoting Coordination and Convergence

Effective child protection requires coordinated action across multiple departments and institutions. The Manual, therefore, aims to strengthen horizontal and vertical coordination by guiding committees on:

- How to work with DCPUs, CWCs, JJBs, Police, Child Helpline (1098), and line departments,
- What support they can expect from these institutions, and
- What information and follow-up are they responsible for providing?

2.3 Scope of the Manual

2.3.1 What the Manual Covers

This manual covers:

- Composition, roles, and functioning of VCWPCs and BCWPCs,
- Procedures for meetings, documentation, and reporting,
- Case identification, referral, follow-up, and coordination,
- Safeguarding standards, equity, and inclusion,
- Capacity building, mentoring, monitoring, and financial management.

The Manual also includes annexures with templates and formats to support day-to-day work.

It is essential to clarify that the Committees must always defer to statutory bodies for decisions that require legal orders or enforcement.

2.4 Intended Users and Application

The Manual is intended to be used:

- During committee meetings and planning exercises,
- While handling or reviewing child protection cases,
- During orientation and training programmes,
- As a reference during coordination with district- and state-level authorities.

It is expected that committees will actively use, update, and refer to this Manual rather than treat it as a one-time document.

SECTION 3: COMMITTEE COMPOSITION, ROLES, AND LINKAGES

3.1 Purpose of Village and Block Level Committees

Village Level Child Welfare and Protection Committees (VCWPCs) and Block Level Child Welfare and Protection Committees (BCWPCs) are community-based institutional mechanisms envisaged under Mission Vatsalya to strengthen prevention, early identification, reporting, coordination, and follow-up of child protection concerns.

These committees are not statutory adjudicatory bodies. Their role is to serve as the first and second lines of community response, ensuring that no child in distress goes unnoticed, unsupported, or unreported, and that all cases are channelled to the appropriate statutory authority in a timely manner.

VCWPC- Village Level Child Protection Committee (VCWPC) is a community-based organisation mandated under Mission Vatsalya guidelines to be established in each village to prevent, report, monitor, protect, and respond to issues related to child rights and protection. The formation of these committees is facilitated by the Rural Development and Panchayati Raj department of the state/UT government.

3.2 Composition of VCWPCs

3.2.1 Rationale for Composition

The composition of VCWPC calls for a multi-sectoral approach that ensures strong collaboration among stakeholders—elected representatives in local government, government functionaries, community members, children, and NGOs. This multi-stakeholder approach ensures that child protection issues are viewed holistically—across education, health, nutrition, safety, and social welfare.

The presence of frontline workers, including Anganwadi Workers, ASHAs, teachers, and Panchayat functionaries, ensures early detection, while community and child representatives strengthen trust, access, and participation.

Reference: Mission Vatsalya Scheme Guidelines, MWCD; JJ Act, 2015 (community-based care emphasis)

3.2.2 Composition of VCWPC

The VCWPC shall ordinarily consist of the following members, nominated or designated by the competent authority:

S. No	Member	No	Designation	Selection procedure
1	Sarpanch	1	Chairperson	De-facto
2	Panchayat Secretary	1	Member-secretary	De-facto
3	Anganwadi worker	1	Member	Nominated by the DPO in case there is more than one Anganwadi
4	ASHA worker	1	Member	De- facto/ District Community Mobilizer (DCM) under NHM
5	School teacher	1	Member	Nominated by the Education Officer, preferably a nearby ReT Teacher
6	Women are actively involved in issues related to women and children	2	Member	Recommended by the majority in the Gram Sabha
7	Civil society representative	1	Member	Recommended by the majority in the Gram Sabha
8	Child representative (male)	1	Member	Recommended principal/HOI of government, Higher secondary school/ secondary school/Middle school
9	Child representative (female)	1	Member	Recommended principal/ HOI of government Higher secondary school/ secondary school/ middle school
10	Chowkidar	1	Member	De-facto
11	Parent/guardian of differently able child (if available)	1	Member	Recommended by the majority in the Gram Sabha
12	Co-opted member (if any)	1	Member	Recommended by the majority in the Gram Sabha from the SC/ST community

Annexure Reference: Annexure 1 – Model VCWPC Composition Notification

3.2.3 Formation and Tenure

1. Formation: The VCWPC should be formed in the first meeting of the gram sabha, preferably in the presence of the representatives of the BCWPC or DCPU.

Tenure: The tenure of VCWPC will be continuous, with members changing periodically as their terms expire, upon disqualification, removal from office, or otherwise, and new members shall be nominated.

Selection process: The designated members should be nominated by the concerned authorities as mentioned in the Table. However, the District Child Protection officer shall be overall responsible and accountable for seeking nominations and establishing committees in coordination with allied departments.

2. Removal of the member: The listed member will be removed from the VCWPC in one or more of the following conditions:

- i. If they vacate their office in case of completion of tenure, retirement, resignation, transfer/ posting, or death.
- ii. If they are removed from office in case of misuse of power, conviction of a crime involving moral turpitude.
- iii. If they fail to attend three consecutive meetings without informing the Chairperson/ Member secretary.

3. Quorum: At least 50 per cent of members, including the Chairperson and Member Secretary, should be present at the monthly meeting. In an emergency meeting, any decision in the best interests of the child should be taken in the presence of at least five members, including the Chairperson and Member Secretary, or one of them.

4. Place of meeting: The monthly meetings should be held in the panchayat office. In case of an emergency, the meeting may be held at any suitable place in the village, including members' residences.

Formalisation: The DCPO should notify the VCWPC with DMs' approval. The tenure of the committee members shall ordinarily align with the tenure of the panchayati raj institution or as specified by the State/UT administration.

In a situation, where Panchayat elections are pending:

- The Panchayat Secretary or designated government officer shall convene and facilitate VCWPC meetings until elected representatives assume office.

This ensures continuity of child protection functions and avoids an administrative vacuum.

3.3 Composition of BCWPCs

Formation: The BCWPC should be formed in the first meeting of the Block Development Council (BDC), in the presence of the representatives of the DCWPC or DCPU.

Tenure: The tenure of BCWPC will be continuous, with members changing periodically as their terms expire, upon disqualification, removal from office, or otherwise, and new members shall be nominated.

5. Selection process: The designated members should be nominated by the concerned authorities.

Removal of the member: The listed member will be removed from the BCWPC in one or more of the following conditions:

- If they vacate their office upon completion of tenure, retirement, resignation, transfer/posting, or death.
- If they are removed from office in case of misuse of power, or conviction of a crime involving moral turpitude.
- If they fail to attend three consecutive meetings without informing the Chairperson/ Member Secretary.

Place of meeting: The monthly meetings should preferably be held in the panchayat office. In an emergency, the meeting may be held at any suitable place in the village, including members' residences.

Formalisation: The BCWPC should be notified by the DCPO with the approval of the DCWPC Chairperson, i.e DM.

3.3.1 Purpose and Positioning

The BCWPC functions as the coordination and supervisory body between VCWPCs and district-level structures. It supports villages in handling complex cases, consolidates reports, and facilitates coordination with DCPU, Police, Health, Education, and Social Welfare departments.

3.3.2 Composition of BCWPC

The BCWPC shall typically include:

S. No	Member	No	Designation	Selection procedure
1	Chairperson, Block Development Council	1	Chairperson	De-facto

2	Block Development Officer	1	Member-secretary	De-facto
3	Representative of the District Child Protection Unit (DCPU)	1	Member	Nominated by the District Child Protection Officer (DCPO)
4	Child Development Project Officer (CDPO)	1	Member	De-facto
5	Representative of the Education Department	1	Member	Nominated by the Chief Education Officer
6	Representative of the Health Department	2	Member	BMO or his nominee
7	Chairpersons of VCWPCs	all	Member	De-facto
8	Child representative (male)	1	Member	Recommended by the principal of the nearby government Higher secondary school/ secondary school
9	Child representative (female)	1	Member	Recommended by the principal of the nearby government Higher secondary school/ secondary school
10	Co-opted member	1	Member	Nominated by Chairperson, BCWPC

Annexure Reference: Annexure 2 – Model BCWPC Composition Notification

3.4 Roles and Responsibilities

3.4.1 Roles of VCWPC

The VCWPC is responsible for ground-level action. Its key responsibilities include:

- **Identification:** Actively identifying children at risk (e.g., school dropouts, child marriage risk, abuse indicators).
- **Prevention:** Conducting awareness activities and community engagement to prevent harm.
- **Reporting:** Ensuring mandatory reporting of serious cases to appropriate authorities within prescribed timelines.
- **Follow-up:** Supporting families and monitoring outcomes after referral.
- **Coordination:** Acting as a link between families, community institutions, and block/district authorities.

Example:

If a teacher reports repeated absenteeism of a 13-year-old girl, the VCWPC verifies the situation, identifies the risk of child marriage, alerts BCWPC and DCPU, and supports intervention through CWC.

3.4.2 Roles of BCWPC

The BCWPC plays a supportive and oversight role, including:

- Reviewing reports received from VCWPCs,
- Facilitating referrals to DCPU, CWC, JJB, Police, or Health facilities,
- Coordinating block-level awareness and training programmes,
- Monitoring follow-up of serious and recurring cases,
- Escalating unresolved matters to DCWPC/DCPU.

Example:

If multiple villages report substance abuse among adolescents, the BCWPC coordinates with Health and Education departments to organise block-level counselling and prevention programmes.

3.5 Linkages with Statutory and Support Institutions

3.5.1 Linkage with DCPU

VCWPCs and BCWPCs must maintain continuous coordination with the District Child Protection Unit (DCPU), which is the implementing arm of Mission Vatsalya.

Committees are required to:

- Share case information and reports,
- Support social investigation processes,
- Participate in district-level reviews when required,
- Seek technical guidance and training support.

Annexure Reference: Annexure 3 – Reporting Format to DCPU

3.5.2 Linkage with Child Welfare Committee (CWC)

The CWC is the statutory authority for Children in Need of Care and Protection (CNCP). VCWPCs and BCWPCs must ensure that:

- All CNCP cases are produced before CWC within 24 hours (excluding travel time),
- CWC orders are complied with at the community level,
- Follow-up support is provided to families and children as directed.

3.5.3 Linkage with Juvenile Justice Board (JJB)

In cases involving Children in Conflict with Law (CCL), committees must:

- Immediately inform SJPU or Police,
- Support social investigation by providing community-level information,
- Assist in reintegration and rehabilitation as per JJB orders.

3.5.4 Linkage with Police, SJPU, and Child Helpline (1098)

Committees must treat Police, SJPU, and Child Helpline as first responders in emergencies involving abuse, trafficking, violence, or missing children. VCWPCs should never attempt mediation in such cases.

Dos and Don'ts

DO

- Report immediately to SJPU/Police/Child Helpline
- Ensure child safety first

DO NOT

- Conduct informal settlements
- Delay reporting for “community resolution”

3.6 Relationship with Panchayati Raj Institutions

VCWPCs function within the local governance framework and should work closely with Panchayats and Block administrations to:

- Integrate child protection into village/block plans,
- Mobilise local and Panchayat resources,
- Strengthen community ownership of child protection.

Until elected bodies are in place, designated government officials shall perform facilitation and coordination roles.

SECTION 4: MEETINGS OF VCWPCs AND BCWPCs

Regular, well-documented meetings are essential for the effective functioning of Village-Level and Block-Level Child Welfare and Protection Committees. Meetings provide the primary platform for case review, coordination, planning, monitoring, and decision-making under Mission Vatsalya.

3.1 Frequency of Meetings

Village Level Child Welfare and Protection Committee (VCWPC)

- The VCWPC shall meet once every month.
- Meetings shall be conducted on a fixed date each month, as far as possible, to ensure regular participation and continuity.

Block Level Child Welfare and Protection Committee (BCWPC)

- The BCWPC shall meet once every quarter.
- The BCWPC shall primarily review reports received from VCWPCs and oversee block-level coordination.

Emergency Meetings

- Emergency meetings may be convened at any time in situations involving:
 - Imminent risk to a child's life, safety, or dignity
 - Serious child rights violations (e.g., sexual abuse, trafficking, child marriage)
 - Any situation requiring immediate collective decision-making in the best interest of the child
- The Member Secretary shall convene such meetings in consultation with the Chairperson.
- Emergency meetings may be held at short notice, and quorum norms may be relaxed to ensure timely action.

3.2 Convening and Scheduling of Meetings

1. Annual Meeting Calendar
 - At the first meeting of each calendar year, the Member Secretary shall prepare an annual meeting calendar.
 - The calendar shall be approved by the Chairperson and shared with all members.
 - The calendar shall also be communicated to the respective parent departments of committee members to facilitate official participation.
2. Rescheduling of Meetings
 - If a scheduled meeting falls on a public or local holiday, it shall be rescheduled within three working days.
 - The revised date shall be communicated promptly through written notice or official communication channels.

3.3 Venue of Meetings

- VCWPC meetings shall ordinarily be held at the Gram Panchayat office / Panchayat Ghar.
- BCWPC meetings shall ordinarily be held at the Block office.
- In exceptional or emergency situations, meetings may be held at any suitable and safe location accessible to members.

3.4 Agenda Preparation

1. Every meeting shall have a written agenda.
2. The Member Secretary shall prepare the agenda in consultation with the Chairperson.
3. The agenda shall be circulated to all members at least three days before the meeting, except in emergencies.

Indicative Agenda Items

VCWPC Meetings

- Review of identified child protection cases
- Follow-up on ongoing cases and court/authority directions
- Identification of vulnerable children and families
- Coordination with DCPU, **Child Helpline** (1098), schools, and health services
- Community awareness and prevention activities
- Review of previous action points

BCWPC Meetings

- Review of reports received from VCWPCs
- Monitoring of serious or escalated cases
- Coordination with DCPU, Police, CWCs, JJBs
- Planning block-level trainings and awareness activities
- Review of the functioning of child-related services in the block

3.5 Quorum and Decision-Making

1. A meeting shall be considered valid if at least one-third of the total members are present, including the Chairperson or Member Secretary.
2. In the absence of the Chairperson, a member authorised by the Chairperson shall preside.
3. Decisions shall be taken by consensus wherever possible, and otherwise by simple majority.
4. The best interest of the child shall guide all decisions.

3.6 Facilitation of Meetings

- The Chairperson of the VCWPC shall chair VCWPC meetings.
- The Member Secretary shall undertake administrative facilitation (logistics, documentation, coordination).
- The District Child Protection Unit (DCPU) shall provide technical support and guidance to VCWPCs and BCWPCs as and when required, especially in matters related to:
 - Case management
 - Legal procedures
 - Coordination with statutory authorities

3.7 Record-Keeping: Minutes of Meetings

1. The Member Secretary shall prepare minutes of the meeting within three working days.
2. Minutes shall record:
 - Date, time, and venue
 - Names and designations of participants
 - Key issues discussed
 - Decisions taken
 - Action points with responsibility and timelines
3. The Chairperson and Member Secretary shall sign the minutes.
4. Approved minutes shall be recorded in a Minutes Register and shared with the BCWPC / DCPU, as applicable.

3.8 Attendance

1. Attendance shall be recorded for every meeting.
2. Members unable to attend shall inform the Member Secretary in advance, stating reasons.
3. Persistent non-attendance shall be reviewed by the Committee and reported to the appropriate authority for corrective action.

3.9 Action Taken Register and Follow-up

1. An Action Taken Register shall be maintained to track the implementation of decisions taken in previous meetings.
2. Each meeting shall begin with a review of pending action points.
3. Reasons for delay or non-compliance shall be recorded and corrective measures discussed.

Step-by-Step Guide to Conducting a VCWPC/BCWPC Meeting

Step 1: Prepare the agenda and papers (3–5 days before)

The Member Secretary prepares the agenda in consultation with the Chairperson and shares it with members at least 3 days in advance, along with key documents such as:

- Previous meeting minutes
- Action Taken Register (status updates)
- Case Register summary (no sensitive identifiers in circulation copies)
- Follow-up list of high-risk or pending cases
- Draft activity plan (next month/quarter)

Step 2: Confirm attendance and quorum (1 day before + at start)

- Member Secretary confirms attendance and ensures quorum.
- At the start, record attendance in the Attendance Register.
- If quorum is not met, record this in the minutes and reschedule within the next 3 working days (unless it is an emergency meeting).

Step 3: Open the meeting properly (first 5 minutes)

Chairperson opens the meeting and states:

- Meeting number/date/time/location
- Purpose of the meeting
- Reminder: “confidentiality and best interest of the child”
- Any urgent additions to the agenda (with the group's consent)

Step 4: Review previous minutes and action points (10–15 minutes)

The Member Secretary reads out a summary of the last meeting's decisions and reviews the Action Taken Register:

- What was completed?
- What is pending?
- Why pending?
- Revised timelines/reassignment if required

Output: Updated Action Taken Register.

Step 5: Case review and follow-up (VCWPC: 20–30 min; BCWPC: 30–45 min)

Discuss cases using a structured format:

- New cases identified since last meeting
- Status of verification (if applicable)
- Immediate risks/safety needs
- Referrals made (to whom, when)
- Follow-up status (services accessed, outcomes, next steps)

Important safeguards

- Do not read out names/details in open settings where confidentiality may be compromised.
- For severe/high-risk cases, record case ID/reference number and keep details in the Individual Case File.

Step 6: Decide and assign responsibilities (15–20 minutes)

For each case or issue, clearly record:

- Decision taken
- Responsible person(s)
- Timeline
- Support required (from DCPU/Police/Health/Education/Child Helpline, etc.)
- Escalation plan (if unresolved)

Example decisions

- “Refer to DCPU within 24 hours”
- “Home visit by two members within 72 hours”
- “Coordinate with school for re-enrolment within 7 days”
- “Escalate to BCWPC/DCWPC for departmental action”

Step 7: Plan prevention and awareness actions (10–15 minutes)

Review what outreach/IEC/community engagement is planned for the next month/quarter:

- Topic (e.g., child marriage prevention, school safety, substance abuse)
- Venue and date
- Lead person and supporting members
- Coordination needs (school/anganwadi/health staff)
- Materials required

Output: Updated monthly/quarterly activity calendar.

Step 8: Review coordination and convergence (10–15 minutes)

Discuss whether any support is needed from:

- DCPU / Child Helpline/ SJPU / Police
- Health department (counselling/medical care)
- Education department (attendance/dropout tracking)
- Legal services / DLSA (if relevant)
- Any registered NGOs/resources

For BCWPC: review VCWPC reports and identify block-level barriers needing intervention.

Step 9: Close the meeting with a summary and the next date (5 minutes)

Chairperson summarises:

- Key decisions
- Top priority cases/issues
- Deadlines and responsible persons
- Next meeting date

Step 10: Finalise minutes and circulate (within three working days)

Member Secretary:

- Finalises minutes in the prescribed format
- Obtains signatures of members present
- Updates the registers:
 - Minutes Register
 - Attendance Register
 - Action Taken Register
 - Case Register / Referral Register (as applicable)
- Sends required recommendations/escalations to BCWPC/DCWPC/DCPU.

Quick Checklist for the Member Secretary

- Agenda shared 3 days before
- Attendance recorded
- Case updates recorded safely (confidentiality maintained)
- Activity plan updated
- Minutes signed and filed within three working days
- Quorum confirmed
- Previous action points reviewed
- Decisions assigned with timelines
- Escalations sent to a higher level where needed

SECTION 5: CASE IDENTIFICATION & REFERRAL PATHWAYS

4.1 Foundational Understanding of Child Protection

Child protection refers to the set of actions, institutional arrangements, and coordinated responses aimed at preventing and responding to abuse, neglect, exploitation, violence, and harmful practices affecting children. Under Mission Vatsalya and the Juvenile Justice (Care and Protection of Children) Act 2015, child protection is not merely a reactive function after harm has occurred but a continuum of prevention, early identification, timely reporting, statutory referral, and follow-up.

Children's vulnerability stems from their age, dependence on adults, and limited ability to seek help independently. These vulnerabilities are further compounded by poverty, disability, caste-based exclusion, gender discrimination, migration, family substance abuse, domestic violence, conflict, or social isolation. Recognising this, Mission Vatsalya places strong emphasis on community-level vigilance, positioning Village and Block Level Committees as the first protective shield around children.

VCWPCs and BCWPCs therefore function as protective mechanisms, ensuring that risks are identified early and children are connected to statutory systems before harm becomes irreversible.

NOTE: Community-based prevention and early reporting are integral to the JJ Act, 2015 and Mission Vatsalya's child protection framework.

4.2 Identification of Cases

Identification is the process by which a child who may be at risk of harm is noticed, acknowledged, and brought to the committee's attention. Identification does not require proof, interrogation, or investigation. It requires alertness, sensitivity, and timely action.

Identification may occur through multiple entry points.

4.2.1 Suo-motu Identification by Committee Members

VCWPC members, by virtue of living or working within the village, are often the first to notice early warning signs. These may include visible injuries, prolonged school absenteeism, behavioural withdrawal, preparations for early marriage, engagement in labour, substance use, or children found wandering without supervision.

Example:

An Anganwadi Worker observes that a 12-year-old child repeatedly arrives without food and appears withdrawn. Even in the absence of a complaint, this observation alone is sufficient to trigger identification and further action by the VCWPC.

DO / DO NOT

DO act on concern, not certainty.

DO NOT wait for "proof" before reporting risk.

4.2.2 Reporting by Community Service Providers

Teachers, ASHAs, ANMs, Anganwadi Workers, Panchayat staff, and health workers are frequently in contact with children and families. Their professional roles enable them to identify irregularities such as injuries, absenteeism, neglect, or behavioural distress.

VCWPCs shall proactively sensitise such service providers and encourage timely reporting without fear of blame or reprisal.

4.2.3 Self-Reporting by Children

Children may approach committee members, teachers, child representatives, or Child Helpline (1098) directly. For this to occur, children must be aware of:

- Their rights
- Available support mechanisms
- Assurances of confidentiality and non-punitive response

VCWPC members must receive children with empathy, avoiding disbelief, questioning tone, or moral judgment.

4.2.4 Reporting by Family Members

Parents or guardians may approach the committee seeking help due to poverty, illness, disability, addiction, or inability to provide care. Such cases should be treated as support-seeking and preventive rather than as offences.

Example: A widowed mother expresses an inability to afford the costs of schooling. This constitutes an early vulnerability requiring linkage with education and social protection schemes including sponsorship granted by the Mission Vatsalaya.

4.3 Verification of Cases

Verification is a limited, preliminary fact-checking exercise, not an investigation. Its purpose is to assess whether the concern appears credible and whether immediate protection or referral is required.

Verification must be:

- Time-bound
- Discreet
- Child-friendly
- Non-intrusive

4.3.1 School Records

School attendance registers, dropout data, and teacher observations are strong indicators of distress. Sudden absenteeism often correlates with child labour, abuse, illness, or early marriage.

4.3.2 Medical Records

Medical reports, injury notes, malnutrition indicators, or mental health referrals provide objective evidence, particularly in cases of physical abuse, neglect, or sexual abuse. Such records are critical for statutory processes before CWC or JJB.

4.3.3 Family Background Assessment

Understanding family circumstances—such as addiction, domestic violence, disability, migration, or extreme poverty—helps contextualise risk and supports later Social Investigation Reports prepared by DCPU or Probation Officers.

4.3.4 Community and Peer Inputs

Neighbours and peers often notice behavioural changes early. Peer inputs must be handled carefully and never documented in a way that exposes or endangers the reporting child.

4.4 Documentation of Cases

Documentation ensures continuity, accountability, and lawful handling of cases. Once a case is identified and verified:

- An entry must be made in the Case Register
- An Individual Case File must be opened

Documentation shall include:

- Source of information
- Basic child details
- Nature of concern
- Immediate actions taken
- Referrals made
- Follow-up notes

VCWPCs do not prepare Social Investigation Reports. They maintain supporting records and copies shared by DCPU/CWC.

4.5 Ensuring Immediate Safety

Where there is risk of immediate harm, child safety overrides all other procedures. VCWPCs may arrange short-term safe placement with:

- Trusted relatives
- Neighbours
- Anganwadi Centres (temporary)
- Other familiar safe environments

Only the Child Welfare Committee (CWC) has the authority to order institutional or long-term placement.

NOTE: Production before CWC must occur within 24 hours (excluding travel time).

Annexure Reference: Annexure 12 – Ethics of Child Safeguarding for VCWPCs and BCWPCs

4.6 Reporting and Escalation

All cases must follow the prescribed escalation pathway:

- VCWPC → BCWPC
- BCWPC → DCWPC / DCPU

Mandatory reporting applies to:

- Sexual abuse
- Child marriage
- Trafficking
- Severe neglect
- Children in Conflict with Law (CCL)

Failure to report within prescribed timelines constitutes a violation of the JJ Act.

DO / DO NOT

DO report immediately

DO NOT attempt mediation in serious cases

4.7 Referral Pathways

Referral ensures the child reaches the appropriate statutory authority without delay.

Illustrative Pathways:

- CNCP (Neglect/Abandonment): VCWPC → DCPU/Child Helpline → CWC
- Sexual Abuse: VCWPC → Police/SJPU → CWC (POCSO)
- CCL: VCWPC → Police/SJPU → JJB
- Child Labour/Trafficking: VCWPC → Police/AHTU → DCPU → CWC

VCWPCs remain engaged post-referral for follow-up and reintegration.

4.8 Confidentiality and Survivor-Centred Approach

All interactions must uphold:

- Privacy
- Dignity
- Best interest of the child

Members must:

- Avoid public discussion
- Share information only with authorised bodies
- Use child-friendly, non-judgmental language

BOX: SURVIVOR-CENTRED PRACTICE

- Listen without interruption
- Do not blame or doubt
- Ensure comfort, food, and rest

4.9 Learning and System Improvement

Each case provides insights into the system's strengths and gaps. Committees shall periodically reflect on:

- Delays
- Coordination challenges
- Capacity gaps
- Community resistance

These reflections must inform future planning, awareness strategies, and training needs.

SECTION 6: ROLES AND RESPONSIBILITIES OF VCWPCs AND BCWPCs

This section outlines the roles and responsibilities of Village-level and Block-level Child Welfare and Protection Committees in a practical, action-oriented way that is consistent with Mission Vatsalya and the Juvenile Justice (Care and Protection of Children) Act, 2015. These committees serve as community-based protective mechanisms, supporting prevention, early identification, timely reporting, referral, and follow-up, while fully respecting the authority of statutory bodies such as the Child Welfare Committee (CWC), the Juvenile Justice Board (JJB), the Police, and the District Child Protection Unit (DCPU).

5.1 Core Principles Guiding Committee Functioning

All actions undertaken by VCWPCs and BCWPCs shall be guided by the following principles, which must inform every decision, discussion, and intervention.

Best Interest of the Child

In all circumstances, the child's best interests shall be the paramount consideration. This requires committee members to prioritise the child's safety, dignity, emotional well-being, and long-term development over social convenience, family pressure, or customary practices. Even when situations involve poverty or cultural norms, the committee must ensure that the child's rights to protection, education, health, and care are not compromised.

Child-Centred and Survivor-Centred Approach

Committees must interact with children in a respectful, empathetic, and non-judgmental manner. Children should be allowed to speak at their own pace, without repeated questioning or pressure. The committee's role is to listen, reassure, and facilitate access to services, not to test credibility or determine guilt.

Do No Harm

All actions must minimise the risk of further physical, emotional, or social harm. Committee members must avoid public discussions, informal mediation, or actions that may expose the child to stigma, retaliation, or trauma.

DO / DO NOT

- DO protect the child's privacy
- DO NOT attempt compromise or mediation in serious cases
- DO refer promptly to statutory authorities
- DO NOT disclose case details publicly

Timeliness

Timely action is critical. Delays in reporting or referral may expose children to continued harm. Committees must act immediately upon identification of serious concerns, without waiting for scheduled meetings.

Confidentiality

All information related to children and families must be handled with strict confidentiality and shared only with authorised authorities, as prescribed under law.

5.2 Roles and Responsibilities of VCWPCs

Prevention and Community Awareness

VCWPCs play a preventive role by raising awareness at the community level. Through village meetings, school interactions, and engagement with parents and service providers, the committee shall promote positive parenting, school retention, and awareness of child protection laws and services, including Child Helpline (1098). Awareness activities should address issues such as child marriage, child labour, substance abuse, and neglect.

Annexure Call-out: Annexure 5 – Community Awareness Activity Planner

Identification of Vulnerable Children and Families

VCWPCs shall identify children and families at risk, including those experiencing irregular school attendance, disability-related exclusion, extreme poverty, illness, addiction, or domestic violence. Early identification enables preventive support before situations escalate into statutory violations.

Case Identification, Verification, and Documentation

Upon receiving information or observing a concern, VCWPCs shall document the factual details and conduct limited, non-intrusive verification, such as checking school or age records. Committees must not interrogate children or conduct parallel investigations. Records must be accurate, objective, and securely maintained.

Annexure Reference: Annexure 4 – Case Register Format

Reporting and Referral

VCWPCs are legally required to report serious cases—such as sexual abuse, trafficking, child marriage, severe neglect, or Children in Conflict with Law—to the appropriate authorities immediately. Committees must not attempt to resolve such cases internally.

MANDATORY REPORTING

Sexual abuse, trafficking, child marriage, and CCL cases must be reported immediately to the Police/SJPU and CWC/JJB as applicable.

Immediate Safety and Support

Where immediate risk exists, VCWPCs may arrange temporary safety measures—such as placement with a trusted relative or neighbour—until statutory agencies intervene. All such actions must be coordinated with authorised bodies.

Community-Level Follow-up and Support

After referral, VCWPCs continue to support the implementation of statutory orders by assisting families, monitoring school re-enrolment, facilitating access to counselling or rehabilitation, and maintaining follow-up to ensure child safety.

5.3 Roles and Responsibilities of BCWPCs

Supervision and Support to VCWPCs

BCWPCs guide and mentor VCWPCs by clarifying procedures, addressing challenges, and ensuring consistency in reporting and response across villages.

Case Escalation and Inter-departmental Coordination

BCWPCs facilitate coordination between VCWPCs and departments such as DCPU, Police, Labour, Education, and Health—especially in complex or cross-village cases.

Monitoring Trends and Systemic Issues

By reviewing VCWPC reports, BCWPCs identify emerging trends such as school dropouts, repeated child marriage attempts, or adolescent substance abuse, enabling block-level planning and preventive action.

Annexure Reference: Annexure 6 – Block-Level Monitoring Summary Format

Capacity Building and Awareness

BCWPCs coordinate training and experience-sharing for committee members in collaboration with DCPU and other resource institutions, strengthening knowledge of laws, procedures, and ethical conduct.

5.4 Boundaries of Committee Functioning

VCWPCs and BCWPCs must operate strictly within their mandate. They shall not conduct criminal investigations, impose penalties, mediate serious offences, or publicly disclose case details. Informal settlements undermine child protection and violate legal provisions.

5.5 Coordination with Statutory Authorities

Effective child protection depends on close coordination with statutory bodies, including DCPU, CWC, JJB, Police, and Child Helpline. Committees support these authorities by providing timely information sharing, community-level follow-up, and assistance with rehabilitation and reintegration.

5.6 Accountability and Reporting

Committees are accountable for conducting regular meetings, maintaining records, and submitting reports as required under Mission Vatsalya. Accurate documentation and timely reporting strengthen monitoring, ensure transparency, and safeguard both children and committee members.

Annexure Reference: Annexure 7 – Quarterly Reporting Format of VCWPC and Annexure 8 - Six-monthly BCWPC Reporting Format

SECTION 7: CASE IDENTIFICATION, MANDATORY REPORTING AND REFERRAL PATHWAYS

This section provides operational guidance to VCWPCs and BCWPCs on identifying child protection cases, verifying risk at the community level, complying with mandatory reporting requirements, referring cases to the appropriate statutory authorities, and ensuring follow-up, in line with the Juvenile Justice (Care and Protection of Children) Act, 2015, the POCSO Act, 2012, and the Mission Vatsalya Guidelines.

VCWPCs and BCWPCs are not investigative bodies. Their role is to act promptly, document correctly, report without delay, and support statutory authorities, ensuring that no child at risk falls through systemic gaps.

6.1 Understanding the Case Management Continuum

Every child protection case follows a continuum rather than a single action. Committee members should understand this as a process, not an event.

Identification → Preliminary Verification → Mandatory Reporting → Referral & Response → Follow-up → Learning

Each stage has a distinct purpose:

- Identification flags risk
- Verification confirms concern (without investigation)
- Reporting activates statutory protection
- Referral ensures specialised response
- Follow-up ensures accountability and rehabilitation

Example: A VCWPC identifies a child who is frequently absent from school and engaged in hazardous work. Verification confirms the child is below legal working age. Reporting to DCPU and Labour Department, conducts rescue and rehabilitation activities.

6.2 Identification of Child Protection Cases

Identification refers to becoming aware of a child who may be at risk, either through direct observation or information received from others.

Cases may come to notice through:

- Committee members' routine community engagement
- Teachers, Anganwadi workers, ASHAs, health staff
- Neighbours or community members
- Disclosure by the child or peers
- Information from Child Helpline (1098), Police, NGOs, or DCPU

Identification does not require certainty. Reasonable suspicion is sufficient to proceed.

Example: A child representative informs the VCWPC that a peer is being forced to marry. Even without proof, this constitutes sufficient ground for action.

DO / DO NOT – Identification

DO

- Act immediately on credible information
- Record facts as reported
- Maintain confidentiality

DO NOT

- Delay action waiting for proof
- Confront alleged perpetrators
- Attempt informal settlement

6.3 Preliminary Verification (Community-Level Confirmation)

Preliminary verification helps confirm whether the child is at risk, without turning the committee into an investigating body. Verification may include:

- Reviewing school attendance or dropout records
- Confirming age through school or Anganwadi records
- Understanding family vulnerabilities (illness, addiction, poverty)
- Speaking to the child gently, without pressure

This stage should be brief, discreet, and child-friendly.

Example: Verification reveals that a child absent from school is caring for a sick parent and working informally. This confirms vulnerability requiring intervention.

6.4 Mandatory Reporting: Legal Obligation of the Committees

Certain cases must be reported by law, regardless of community context or family wishes.

6.4.1 Children in Need of Care and Protection (CNCP)

Under Sections 31–34 of the JJ Act, 2015, any person, including VCWPC/BCWPC members, who becomes aware of a CNCP case must report it within 24 hours.

CNCP includes:

- abandonment, neglect, abuse
- child labour
- child marriage risk
- missing or runaway children

Failure to report is punishable.

6.4.2 Sexual Abuse and POCSO Cases

Under the POCSO Act, 2012, reporting is mandatory and immediate. Committees must:

- Inform Police/SJPU and Child Helpline (1098) immediately
- Ensure production before CWC within 24 hours
- Never attempt compromise or mediation

Example: Even if a family requests silence to “protect honour,” the VCWPC must report the case.

ZERO TOLERANCE FOR DELAY

Failure to report sexual abuse or CNCP cases is a criminal offence, irrespective of intention, under the POCSO Act.

6.5 Referral Pathways by Case Type

6.5.1 CNCP Cases

Referral Flow: VCWPC → BCWPC → DCPU → CWC → Care & Rehabilitation.

VCPWCs or BCWPCs can approach through 1098, DCPU, or CWC as well.

Example: An abandoned child is reported to DCPU, produced before CWC, and placed in a Children's Home.

6.5.2 Children in Conflict with Law (CCL)

Cases involving alleged offences by children must be:

- Reported immediately to Police/SJPU
- Produced before JJB within 24 hours

VCWPCs support rehabilitation, not adjudication.

6.5.3 Child Labour, Trafficking, Child Marriage

These cases require multi-departmental coordination among the Police, Labour Department, CMPO; CWPO, the DCPU, and the CWC.

6.6 Confidentiality and Survivor-Centred Practice

All actions must prioritise:

- dignity and privacy of the child
- age-appropriate communication
- emotional safety

Information must be shared only with authorised authorities.

6.7 Follow-up and Accountability

VCWPCs and BCWPCs must:

- track whether authorities acted
- support rehabilitation and reintegration
- escalate delays to DCPU/DCWPC

Example: If a rescue order is delayed, BCWPC must notify the District Magistrate through the DCPU.

Annexure Reference: Follow-up actions must be recorded in the Action Taken & Follow-up Register (Annexure 10).

6.8 Flowchart

1. Case identified at the community level
2. Immediate safety assessment
3. Mandatory reporting (if applicable)
4. Referral to statutory authority
5. Interim protection
6. Rehabilitation and follow-up
7. Community monitoring

SECTION 8: SAFEGUARDING STANDARDS AND ETHICAL CONDUCT

This section sets out mandatory safeguarding standards for VCWPCs and BCWPCs when engaging with children, families, and communities. Safeguarding is not an optional or value-based activity; it is a legal, ethical, and programmatic obligation under the Juvenile Justice (Care and Protection of Children) Act, 2015, the POCSO Act, 2012, and Mission Vatsalya Guidelines.

Safeguarding ensures that actions taken to protect children do not themselves cause harm and that children are treated with dignity, respect, confidentiality, and sensitivity at every stage of engagement.

7.1 Understanding Safeguarding in the Context of Mission Vatsalya

Safeguarding refers to all measures taken to prevent harm, abuse, neglect, exploitation, or re-traumatisation of children, especially while they are in contact with protection systems.

For VCWPCs and BCWPCs, safeguarding applies when:

- interacting directly with children
- participating in case discussions
- conducting community awareness activities
- collecting information about a child or family
- supporting rescue, referral, or rehabilitation

Safeguarding must be understood as a cross-cutting principle, applicable to all committee functions, not only to serious abuse cases.

Example: Even during a school awareness programme on child marriage, safeguarding applies — children should not be singled out, named, or pressured to share personal experiences publicly.

7.2 Core Safeguarding Principles for VCWPCs and BCWPCs

All safeguarding actions must be guided by the following principles, as reflected in Mission Vatsalya and the JJ Act:

a) **Best Interest of the Child:** Every decision must prioritise the child's safety, well-being, and long-term development, even when this conflicts with community norms or family preferences.

b) **Do No Harm:** Interventions must avoid exposing the child to further risk, stigma, retaliation, or psychological distress.

c) **Confidentiality:** Information about children must be shared only on a need-to-know basis with authorised authorities.

d) **Participation with Protection:** Children have the right to be heard, but participation must be voluntary, age-appropriate, and non-coercive. Example: A child may choose not to speak during a committee interaction. This choice must be respected and alternative support pathways activated.

DO / DO NOT – Safeguarding Principles

DO

- Respect the child's pace and comfort
- Ensure presence of a trusted adult where appropriate
- Speak in simple, non-threatening language

DO NOT

- Force disclosure
- Promise secrecy you cannot legally maintain
- Conduct group questioning of a child

7.3 Safe Interaction with Children

VCWPCs and BCWPCs may need to interact with children for identification, verification, or follow-up. Such interactions must be carefully planned and ethically conducted.

Key Safeguards During Interaction

- Preferably conducted by a trained female member, especially for girls
- Held in a safe, neutral, and private location
- No recording (audio/video) unless authorised by statutory bodies
- Limited to basic, non-intrusive questions

Example: Asking “Are you safe at home?” is appropriate. Asking explicit details of sexual abuse is not.

Annexure Call-out: Use the Child-Friendly Interaction Checklist (Annexure 11) before engaging with a child.

7.4 Safeguarding in Documentation and Record-Keeping

All case-related documentation must follow strict confidentiality protocols.

Key Requirements

- Use unique case numbers instead of names where possible
- Store records in locked physical files or password-protected digital systems
- Share documents only with DCPU, CWC, JJB, Police, or Child Helpline as required

Example: Meeting minutes should refer to “Case No. VCWPC/07/2025” rather than naming the child.

7.5 Mandatory Reporting and Safeguarding Interface

Safeguarding does not override mandatory reporting. In fact, timely reporting is itself a safeguarding action. Under:

- Section 33, JJ Act, 2015
- Section 19, POCSO Act, 2012

Failure to report abuse, sexual offences, or CNCP cases constitutes an offence.

Example: Withholding reporting to “protect family honour” directly violates safeguarding and legal obligations.

7.6 Safeguarding During Community Activities

While conducting awareness campaigns, meetings, or school programmes, committees must ensure that:

- No child is publicly identified as a victim
- Real cases are discussed only in anonymised form
- Messaging does not reinforce stigma or fear

Example: A nukkad natak may address child marriage as a social issue, without referencing any specific village case.

Common Safeguarding Risks in Community Work

- Public naming of cases
- Forced testimonials
- Moralistic or threatening messaging
- Gender-insensitive language

7.7 Responding to Safeguarding Breaches

Any breach of safeguarding by a committee member must be:

- Documented immediately
- Reported to BCWPC and DCPU
- Reviewed for corrective and disciplinary action

Serious breaches may warrant removal from committee membership.

Annexure Reference: Use the Safeguarding Incident Reporting Format (Annexure 11).

7.8 Capacity Building on Safeguarding

Safeguarding is not intuitive and requires continuous reinforcement. BCWPCs, with DCPU support, shall ensure:

- Periodic orientation on safeguarding standards
- Refresher training on POCSO and child-friendly practices
- Inclusion of safeguarding review in meeting agendas

SECTION 9: EQUITY, GENDER SENSITIVITY, AND INCLUSION

This section guides Village Level and Block Level Child Welfare and Protection Committees on how to recognise, address, and reduce unequal risks faced by different groups of children within communities. Mission Vatsalya and the Juvenile Justice (Care and Protection of Children) Act, 2015, clearly recognise that children do not experience vulnerability in the same way. Factors such as gender, disability, caste, poverty, migration, family circumstances, and social norms significantly influence a child's exposure to harm and access to protection.

For VCWPCs and BCWPCs, equity and inclusion are not additional activities. They must be integrated into routine functions such as case identification, verification, referrals, meetings, awareness programmes, and follow-up. Committees must actively ensure that children who are less visible, less vocal, or socially marginalised are not excluded from protection systems.

8.1 Understanding Equity and Inclusion in Community-Based Child Protection

Equity in child protection means responding to children according to their level of risk and need, rather than treating all children identically. Inclusion means ensuring that systems, processes, and decisions do not unintentionally exclude certain children because of social or structural barriers.

At the community level, many child protection risks remain hidden due to fear, stigma, dependency on caregivers, or community pressure. VCWPCs and BCWPCs must therefore move beyond passive reporting mechanisms and adopt proactive approaches to identify children who may not come forward on their own.

Example: A child with disability who is confined to the home may never approach a committee. Identification in such cases depends on proactive outreach through anganwadi workers, ASHAs, teachers, or neighbours.

8.2 Categories of Children Requiring Special Attention

Mission Vatsalya and Section 2(14) of the JJ Act identify multiple situations where children are considered especially vulnerable. Committees must consciously prioritise outreach and follow-up for children who fall into one or more of the following categories:

- Girls and adolescent girls
- Children with disabilities (physical, intellectual, psychosocial)
- Children from Scheduled Castes, Scheduled Tribes, and other marginalised communities
- Children from minority communities
- Children of migrant, seasonal, or displaced families
- Children affected by parental substance abuse, illness, or incarceration
- Orphaned, abandoned, or single-parent children

Committees must ensure that vulnerability mapping, case discussions, and action plans explicitly consider these groups, rather than assuming that general activities will reach them.

Annexure Reference: Use the Village Vulnerability Mapping Format (Annexure 13) during quarterly reviews.

8.3 Applying Gender Sensitivity in Committee Work

Gender sensitivity requires committees to recognise that girls and boys face different types of risks and social pressures, and that girls often face greater restrictions on mobility, voice, and decision-making. Gender norms may discourage reporting of abuse, especially sexual abuse, early marriage, or domestic exploitation.

VCWPCs and BCWPCs must ensure that their processes are safe, respectful, and responsive to these realities. This includes ensuring privacy during interactions, selecting appropriate members to engage with children, and avoiding language or behaviour that blames or judges the child.

Example: In suspected child marriage cases, the girl may deny risk due to fear of family consequences. Committees must rely on triangulation and act in the child's best interest rather than accepting verbal denial alone.

DO / DO NOT – Gender Sensitivity

DO

- Speak calmly and respectfully
- Allow the child to speak at her own pace
- Ensure privacy and confidentiality

DO NOT

- Treat child marriage or abuse as a “family matter”
- Question the child's character or behaviour
- Share information publicly or informally

8.4 Inclusion of Children with Disabilities

Children with disabilities often face higher risks of neglect, abuse, and exclusion, while simultaneously having fewer opportunities to report harm. The JJ Act explicitly recognises children with disabilities as children in need of care and protection when adequate support systems are absent.

Committees must ensure that disability does not become a barrier to protection by adapting communication methods, involving trusted caregivers where appropriate, and coordinating with health, education, and social welfare departments.

Example: A child with hearing impairment reporting abuse may require assistance from a trained interpreter or a trusted adult familiar with the child's communication needs.

8.5 Addressing Caste, Community, and Minority-Based Exclusion

Social hierarchies and discrimination can discourage families and children from marginalised communities from seeking help. Fear of retaliation, stigma, or a lack of trust in institutions often leads to underreporting.

VCWPCs and BCWPCs must actively counter these barriers by ensuring fair representation, neutral decision-making, and respectful engagement. Committees must not allow dominant community voices to influence protection decisions.

Example: In cases involving SC/ST children, committees must ensure that caste dynamics do not delay referral or dilute the seriousness of the response.

8.6 Safe and Meaningful Participation of Children

Child participation under Mission Vatsalya is about listening to children without placing responsibility on them. Child representatives should raise general concerns affecting peers, not investigate cases or disclose sensitive personal information.

Committees must ensure that participation is voluntary, safe, and does not interfere with education or well-being.

8.7 Equity in Case Management and Referrals

Equity must guide decisions regarding urgency, seriousness, and referral pathways. Poverty, disability, or social marginalisation should never be grounds for delaying action or downgrading risk.

Example: Chronic neglect due to poverty should trigger convergence with welfare schemes, not punitive action against caregivers.

8.8 Monitoring Equity and Inclusion

BCWPCs and DCWPCs must periodically review whether certain groups of children are underrepresented in reporting, referrals, or rehabilitation outcomes. Such reviews help identify systemic gaps.

8.9 Capacity Building on Equity and Inclusion

Equity-sensitive functioning requires continuous capacity building. One-time orientation is insufficient. Committees should receive regular inputs on gender sensitivity, disability inclusion, child-friendly communication, and unconscious bias.

SECTION 9: COMMUNITY ENGAGEMENT AND AWARENESS

Community engagement and awareness are core preventive functions of Village Level and Block Level Child Welfare and Protection Committees under Mission Vatsalya. Child protection systems cannot function effectively if communities remain unaware of child rights, legal provisions, risks faced by children, and available protection mechanisms. Many cases of child abuse, child marriage, child labour, neglect, and exploitation continue because they are socially normalised, hidden within households, or misunderstood as private family matters.

VCWPCs and BCWPCs are uniquely positioned to address this gap because they operate within the community and have direct access to families, schools, frontline workers, and local leaders. Their role is not only to respond after harm occurs, but also to prevent harm by changing awareness, attitudes, and behaviours at the village and block level.

9.1 Objectives of Community Engagement under Mission Vatsalya

Community engagement activities undertaken by VCWPCs and BCWPCs must aim to achieve the following objectives:

- Increase awareness of child rights and child protection laws
- Promote early identification and reporting of risks
- Reduce social acceptance of harmful practices such as child marriage and child labour
- Inform communities about services such as Child Helpline 1098, DCPU, CWC, and police
- Build trust between communities and child protection institutions

These objectives should guide planning, implementation, and review of all awareness activities.

9.2 Key Child Protection Themes for Awareness Activities

VCWPCs and BCWPCs should prioritise awareness-raising activities on locally relevant child protection issues, supported by Mission Vatsalya and the JJ Act. These may include:

- Child rights, focusing on child protection and their welfare and development.
- Prevention of child marriage
- Reporting and response to child abuse and neglect
- School dropout and non-enrolment
- Care and inclusion of children with disabilities
- Prevention of child labour and trafficking
- Substance abuse among children and adolescents
- Child safety, online safety, and bullying
- Promoting Child Participation

Example: In villages with high school dropout rates, awareness should focus on education rights, linkage to schemes, and the consequences of child labour.

9.3 Role of VCWPCs in Community Engagement

At the village level, VCWPCs are responsible for planning and implementing awareness activities that directly reach families and children. These activities should be simple, inclusive, and culturally appropriate. VCWPCs should:

- Identify priority issues based on village-level risks
- Engage frontline workers such as anganwadi workers, ASHAs, and teachers
- Conduct awareness activities in schools, anganwadi centres, and community spaces
- Ensure messages are child-friendly and gender-sensitive
- Promote helplines and reporting mechanisms

Example: A VCWPC may organise a nukkadnatak during a village fair to raise awareness about child marriage and legal consequences.

9.4 Role of BCWPCs in Strengthening Awareness Efforts

BCWPCs play a supportive and coordinating role in community engagement. Their responsibility is to ensure that awareness activities across villages are consistent, effective, and supported by line departments. BCWPCs should:

- Review awareness plans submitted by VCWPCs
- Coordinate with education, health, police, and social welfare departments
- Mobilise technical support from DCPU, NGOs, and academic institutions
- Document good practices and challenges
- Facilitate block-level campaigns and joint activities

Annexure Reference: Refer to Block-Level Review Format (Annexure 14).

9.5 Support Expected from DCPU, CWC, and Other Institutions

While VCWPCs and BCWPCs lead community engagement, they are entitled to technical and institutional support from district-level structures under Mission Vatsalya.

- DCPU: Provide IEC materials, trainers, and guidance
- CWC: Clarify legal procedures and child rights messaging
- JJB/SJPU: Support legal literacy and prevention of juvenile offences
- Education & Health Departments: Enable access to schools and health platforms

Example: A DCPU representative may attend a block-level awareness meeting to explain referral pathways and mandatory reporting.

9.6 Safe and Ethical Conduct During Awareness Activities

Awareness activities must never compromise child safety or dignity. Committees must avoid naming individual cases, exposing children, or using fear-based messaging.

DO / DO NOT – Awareness Activities

DO

- Use positive, rights-based messaging
- Focus on prevention and support
- Provide clear information on where to seek help

DO NOT

- Share personal case details
- Blame families or children publicly
- Use threatening or humiliating language

9.7 Documentation and Review of Awareness Activities

VCWPCs must document all awareness activities conducted, including:

- Topic and objective
- Date and venue
- Target audience
- Key messages delivered
- Support agencies involved

BCWPCs should review these records during quarterly meetings to assess coverage, gaps, and effectiveness.

9.8 Linking Awareness to Prevention and Early Action

Community engagement is meaningful only when it leads to early identification and reporting of risks. Committees must ensure that awareness activities are linked to follow-up mechanisms, including reporting to VCWPCs, Child Helpline 1098, or DCPU.

Example: After an awareness session on child marriage, VCWPC members should remain alert for early warning signs and act promptly.

SECTION 10: CAPACITY BUILDING

10.1 Rationale for Capacity Building

Village- and Block-Level Child Welfare and Protection Committees are envisaged under Mission Vatsalya as the first institutional interface between children, families, communities, and the statutory child protection system. Members of these committees play a critical role in identifying vulnerable children, responding to child protection concerns, coordinating with statutory authorities, and ensuring that children are linked to appropriate care and protection services. However, the effectiveness of these roles depends significantly on the knowledge, skills, and attitudes of committee members.

Given the diversity of committee membership—ranging from elected representatives and government functionaries to community members and child representatives—there are variations in familiarity with child protection laws, procedures, and safeguarding principles. Without adequate capacity building, committees may face challenges such as delayed reporting, incorrect referrals, breach of confidentiality, or actions taken outside the legal framework. Mission Vatsalya, therefore, emphasises systematic and continuous capacity building as an essential enabler for strengthening the three-tier child protection mechanism.

Capacity building under this Manual is not intended to be a one-time orientation. Instead, it is a planned and ongoing process that supports committee members in applying legal provisions correctly, responding appropriately to different types of cases, and working collaboratively with district- and state-level institutions in the best interests of the child.

10.2 Objectives of Capacity Building for VCWPCs and BCWPCs

The primary objective of capacity building is to ensure that VCWPCs and BCWPCs can function effectively, lawfully, and confidently within the framework of Mission Vatsalya and the Juvenile Justice (Care and Protection of Children) Act, 2015. Capacity building should equip members not only with information, but also with practical skills to translate that information into action.

Specifically, capacity building aims to:

- Enable members to identify, verify, document, and report child protection cases accurately and in a timely manner.
- Strengthen understanding of roles, responsibilities, and limits of authority of VCWPCs and BCWPCs.
- Build competence in coordination and convergence with statutory bodies such as DCPU, CWC, JJB, Police, and Child Helpline.
- Promote adherence to child safeguarding standards, confidentiality, and survivor-centred approaches.
- Foster community-level prevention, awareness, and monitoring of child protection risks.

10.3 Core Capacity Areas

Capacity building programmes for VCWPCs and BCWPCs shall cover the following core areas, aligned with Mission Vatsalya guidelines and statutory requirements:

a) Legal and Policy Framework

Members must be oriented to key legal instruments governing child protection, including:

- Child Rights framework
- Juvenile Justice (Care and Protection of Children) Act, 2015
- Protection of Children from Sexual Offences (POCSO) Act, 2012
- Prohibition of Child Marriage Act, 2006
- Child Labour (Prohibition and Regulation) Act
- Mission Vatsalya Scheme Guidelines

This orientation should focus on practical application, such as mandatory reporting timelines, authority of CWC and JJB, and legal consequences of non-reporting.

b) Case Management Processes

Members should be trained on the complete case management cycle:

Identification → Verification → Documentation → Referral/Response → Follow-up → Learning.

Example: A VCWPC member identifying a potential child marriage must understand not only how to report the case, but also whom to inform immediately, how to document the information, and how to follow up after referral.

c) Safeguarding, Confidentiality, and Ethics

Capacity building must emphasise ethical conduct, child-friendly engagement, and protection from secondary victimisation. Members should understand what actions are prohibited, such as public disclosure of cases or informal mediation in serious offences.

DO / DO NOT – Capacity Building Focus

DO

- Act strictly within the legal framework
- Report serious cases immediately
- Maintain confidentiality of all child-related information

DO NOT

- Conduct interrogations or investigations
- Delay reporting to statutory authorities
- Share case details in public forums

10.4 Training Methods and Approaches

Capacity building should be delivered through participatory, practice-oriented methods rather than classroom-style lectures alone. Training approaches may include:

- Structured orientation programmes
- Case-based discussions using anonymised scenarios
- Role plays on reporting and referral
- Group exercises on documentation and meeting procedures

Such methods enable members to internalise procedures and gain confidence in real-life applications.

Example: During training, members may practice completing a mock referral form based on a hypothetical CNCP case.

10.5 Frequency and Nature of Capacity Building

Capacity building shall include:

- Initial orientation for all newly constituted VCWPCs and BCWPCs
- Refresher training at least once every year
- Thematic sessions based on emerging issues (e.g., substance abuse, online safety)

BCWPCs, with support from DCPU, shall periodically assess the training needs of VCWPCs and recommend targeted capacity-building interventions.

10.6 Institutional Support for Capacity Building

The District Child Protection Unit shall play a central role in coordinating capacity-building efforts. DCPU may:

- Facilitate trainings using district-level resource persons
- Coordinate with District Legal Services Authority, Health, Education, and Police departments
- Engage academic institutions and accredited NGOs, as permitted under Mission Vatsalya

VCWPCs and BCWPCs may formally request training support from DCPU based on identified gaps.

10.7 Monitoring and Application of Learning

Capacity-building efforts must be linked to observable improvements in committee functioning. BCWPCs shall monitor whether:

- Meetings are conducted regularly and documented properly
- Reporting timelines are adhered to
- Referrals are made to appropriate authorities
- Follow-up actions are undertaken

Learning from cases and reviews shall inform future training priorities, ensuring continuous improvement.

10.8 Integration with the Three-Tier Child Protection System

Capacity building under this section contributes directly to strengthening the three-tier system by ensuring that:

- VCWPCs function effectively as the first point of contact
- BCWPCs provide informed supervision and coordination
- District and state structures receive accurate and timely inputs

Through continuous capacity enhancement, committees become competent partners in achieving Mission Vatsalya's objectives.

SECTION 11: SYSTEM OF CONTINUOUS MENTORING AND HAND-HOLDING SUPPORT

11.1 Rationale for Mentoring and Hand-holding

Village-Level and Block-Level Child Welfare and Protection Committees are required to undertake responsibilities involving legal compliance, inter-departmental coordination, and sensitive engagement with children and families. While capacity building through training is essential, training alone is insufficient to ensure the proper and consistent functioning of committees over time. Members may encounter complex, unfamiliar, or emotionally challenging situations, particularly when dealing with serious child protection cases.

Mission Vatsalya recognises the need for continuous mentoring and hand-holding support to enable committees to apply their learning in real-life contexts, resolve operational challenges, and maintain confidence in decision-making. Mentoring ensures that committees are not left to function in isolation and that they receive timely guidance, clarification, and reinforcement from district- and state-level structures.

This section guides establishing and operationalising a structured mentoring and hand-holding system for VCWPCs and BCWPCs, ensuring sustained quality and accountability in the functioning of the three-tier child protection system.

11.2 Objectives of Mentoring and Hand-holding Support

The primary objective of mentoring is to support committees in fulfilling their mandated roles accurately and consistently, in line with Mission Vatsalya guidelines and statutory provisions. Mentoring is intended to be supportive rather than supervisory, focusing on strengthening systems and practices rather than fault-finding.

Through mentoring and hand-holding support, committees should be enabled to:

- Seek guidance on case handling, referrals, and documentation
- Clarify doubts related to legal provisions and procedural requirements
- Improve meeting practices, reporting quality, and follow-up mechanisms
- Strengthen coordination with DCPU, CWC, JJB, Police, and Child Helpline
- Address operational challenges arising due to local context or resource constraints

11.3 Institutional Arrangements for Mentoring

Mentoring and hand-holding support shall be primarily coordinated at the district level, with the District Child Protection Unit (DCPU) serving as the nodal agency. The DCPU, under the supervision of the District Magistrate and District Child Welfare and Protection Committee, shall ensure that VCWPCs and BCWPCs receive regular and need-based support.

BCWPCs play an essential intermediary role by:

- Providing first-level guidance to VCWPCs
- Identifying recurring challenges faced by village committees
- Escalating issues to DCPU when specialised or statutory intervention is required

Where required, DCPU may engage other institutions such as the District Legal Services Authority, the Health Department, the Education Department, or accredited NGOs to provide specialised mentoring support.

11.4 Modes of Mentoring and Hand-holding

Mentoring support may be provided through multiple modes to ensure accessibility and continuity.

a) On-site Support: Periodic visits by DCPU officials or designated mentors to villages or blocks help committees resolve issues related to meetings, registers, case follow-up, and coordination.

Example: During a block visit, a DCPU staff member reviews the VCWPC's case register and guides members on improving documentation and follow-up tracking.

b) Remote Support: Committees may seek guidance via phone calls, official messaging groups, or virtual meetings, especially in urgent situations that require clarification.

c) Review and Reflection Meetings: Quarterly review meetings at the block or district level provide opportunities for committees to share experiences, challenges, and good practices.

DO / DO NOT – Mentoring Support

DO

- Seek guidance when in doubt
- Document advice received and actions taken
- Use mentoring to improve compliance and quality

DO NOT

- Delay reporting while waiting for guidance
- Treat mentoring as approval for bypassing legal procedures
- Use informal advice to justify non-compliance

11.5 Scope of Mentoring Support

Mentoring and hand-holding may cover, but are not limited to, the following areas:

- Interpretation of legal provisions related to CNCP and CCL
- Clarification on mandatory reporting requirements
- Assistance in preparing agendas, minutes, and reports
- Guidance on coordination with statutory authorities
- Support in planning community awareness and prevention activities

Example: A VCWPC unsure whether a case qualifies as CNCP may consult BCWPC/DCPU for guidance before proceeding with referral, without delaying mandatory reporting timelines.

11.6 Documentation of Mentoring Interactions

All mentoring and hand-holding support provided to VCWPCs and BCWPCs should be properly documented to ensure accountability and continuity. Committees shall maintain brief records of:

- Date and mode of mentoring interaction
- Issue discussed
- Guidance provided
- Follow-up actions agreed

11.7 Role of Mentoring in Continuous Improvement

Mentoring is a key mechanism for transforming individual case experiences into system-level learning. Issues repeatedly raised during mentoring interactions may indicate:

- Need for refresher training
- Gaps in the Manual or SOPs
- Requirement for policy-level clarification

BCWPCs and DCPUs shall periodically review mentoring records to identify such trends and initiate corrective actions, including updating guidance materials or recommending changes to procedures.

11.8 Linkage with Capacity Building and Monitoring

Mentoring and hand-holding are closely linked with capacity building (Section 10) and monitoring mechanisms (Section 13). Insights gained through mentoring shall inform:

- Training content and focus areas
- Monitoring indicators and review questions
- Strengthening of coordination protocols

Together, these mechanisms ensure that VCWPCs and BCWPCs are continuously supported, guided, and strengthened to function effectively within the three-tier child protection system.

SECTION 12: CREATING A RESOURCE POOL OF LOCAL CHAMPIONS

12.1 Rationale for Identifying Local Champions

The effectiveness of community-based child protection systems depends not only on formally constituted committees but also on the availability of trusted individuals within the community who can provide sustained support, guidance, and early warning on child protection issues. While VCWPCs and BCWPCs meet periodically and operate through structured processes, many child protection risks arise outside meeting cycles and require timely community-level attention.

Mission Vatsalya emphasises strengthening child protection at the family and community level, recognising that teachers, health workers, PRI representatives, youth leaders, and other respected community members often serve as the first point of contact for children and families in distress. Creating a structured resource pool of such local champions enables VCWPCs and BCWPCs to extend their reach, improve early risk identification, and sustain preventive and supportive actions beyond the project or funding cycle.

This section guides how VCWPCs and BCWPCs should identify, engage, orient, and utilise local champions in a systematic and accountable manner.

12.2 Objectives of the Resource Pool

The primary objective of creating a resource pool of local champions is to strengthen the community-level safety net for children by supplementing the formal functions of VCWPCs and BCWPCs. Local champions are not decision-making authorities and do not replace statutory bodies. Instead, they act as supportive allies who contribute to prevention, early identification, referral, and follow-up.

Specifically, the resource pool is intended to:

- Enhance early identification of vulnerable children and emerging risks
- Support community awareness and prevention activities
- Facilitate linkages between families, committees, and services
- Assist in follow-up and reintegration of children after referral or rehabilitation
- Promote child-friendly norms and practices within the community

12.3 Categories of Local Champions

Local champions should be identified from among individuals who have regular interaction with children and families, enjoy community trust, and are willing to support child protection objectives under Mission Vatsalya. VCWPCs and BCWPCs should prioritise the following categories, based on local context:

- Teachers and school principals, particularly those engaged with government schools
- Anganwadi Workers and ASHAs, due to their regular contact with young children and mothers
- PRI representatives and ward members
- Health professionals, including ANMs and counsellors
- Youth leaders and volunteers, including NSS or NYKS volunteers
- Community-based organisation members and NGO workers
- Parents or caregivers of children with disabilities, where relevant

Example: A school teacher may alert the VCWPC about a sudden increase in absenteeism among adolescent girls, prompting early verification and preventive action.

12.4 Process of Identification and Engagement

The identification of local champions should be a transparent and consultative process, led by the VCWPC with support from the BCWPC. Committees should avoid informal or ad-hoc selection and instead document the process to ensure accountability. The process may include:

- Mapping potential champions during VCWPC meetings
- Consulting Gram Sabha members and frontline workers
- Assessing the willingness and availability of identified individuals
- Ensuring representation of women and marginalised groups

Once identified, champions should be formally oriented to their expected role, the limits of their authority, and their ethical responsibilities.

12.5 Roles and Expected Contributions of Local Champions

Local champions support VCWPCs and BCWPCs in a non-statutory, facilitative role. Their contributions should be clearly defined to avoid confusion or overreach. Expected contributions include:

- Reporting concerns or observations related to child vulnerability to VCWPCs
- Supporting awareness activities on child rights and protection
- Encouraging families to access services and approach committees
- Assisting in follow-up visits, where appropriate
- Promoting positive parenting and child-friendly practices

Example: An ASHA worker may inform the VCWPC about a malnourished child whose caregiver is unresponsive to treatment advice, enabling timely referral to DCPU.

DO / DO NOT – Role of Local Champions

DO

- Share concerns promptly with VCWPC/BCWPC
- Encourage families to seek formal support
- Respect confidentiality and child dignity

DO NOT

- Conduct investigations or interrogations
- Share child-related information publicly
- Mediate serious child protection cases

12.6 Orientation and Capacity Support for Local Champions

Although local champions are not committee members, they require basic orientation to child protection principles, mandatory reporting norms, and referral pathways. VCWPCs, with support from BCWPCs and DCPU, should ensure that champions receive periodic orientation and updates.

Orientation should cover:

- Overview of Mission Vatsalya and the three-tier system
- Identification of common child protection risks
- How and when to report concerns
- Safeguarding and confidentiality principles

Annexure Reference: Annexure 15: Orientation Module for Local Champions

12.7 Documentation and Review of the Resource Pool

VCWPCs and BCWPCs shall maintain a simple register of identified local champions, including their contact details, category, and area of contribution. This register should be reviewed periodically to ensure continued relevance and engagement. BCWPCs may review the effectiveness of local champions during quarterly meetings and suggest additional orientation or replacement where required.

Annexure Reference: Annexure 16: Local Champion Register Format

12.8 Linkage with Mentoring, Capacity Building, and Monitoring

The resource pool of local champions complements the systems of capacity building (Section 10) and mentoring and hand-holding (Section 11). Insights shared by champions may inform:

- Training needs of committee members
- Community-level risk mapping
- Preventive strategies and awareness planning

By systematically engaging local champions, VCWPCs, and BCWPCs, VCWPCs and BCWPCs can ensure that child protection efforts remain continuous, community-driven, and sustainable, aligned with Mission Vatsalya objectives.

SECTION 13: MONITORING, REPORTING, AND ACCOUNTABILITY

13.1 Purpose of Monitoring and Reporting under Mission Vatsalya

Monitoring and reporting are central to ensuring that Village- and Block-level Child Welfare and Protection Committees function as accountable, responsive, and results-oriented mechanisms under Mission Vatsalya. These processes are not limited to documenting activities; they are intended to track whether children at risk are identified in time, whether appropriate referrals are made, and whether statutory authorities act on reported cases.

Mission Vatsalya envisages a robust, bottom-up monitoring system in which community-level committees generate timely and accurate information that feeds into district, state, and national child protection oversight structures. This section outlines how VCWPCs and BCWPCs should monitor their work, report to higher authorities, and remain accountable for their assigned responsibilities.

13.2 Monitoring at the Village Level (VCWPC)

Monitoring at the village level focuses on early identification, follow-up, and prevention. Since VCWPC members are embedded in the community, they are uniquely positioned to observe changes in children's circumstances and emerging risks that may not immediately surface through formal systems.

VCWPCs shall monitor, on an ongoing basis:

- Children identified as vulnerable or at risk
- Follow-up actions taken on previously reported cases
- Compliance with CWC or JJB orders at the community level
- Implementation of awareness and preventive activities
- Functioning of local child protection services and schemes

Example: If a child restored to family care after a CWC order shows repeated school absenteeism, the VCWPC should record this observation and report it to the BCWPC and DCPU for further action.

13.3 Monitoring at the Block Level (BCWPC)

The BCWPC plays a supervisory and consolidating role by reviewing information received from multiple VCWPCs and identifying patterns, systemic gaps, and high-risk cases within the block. Monitoring at this level supports escalation, coordination, and corrective action. BCWPC monitoring responsibilities include:

- Reviewing monthly reports submitted by VCWPCs
- Tracking serious or recurring child protection cases
- Monitoring compliance with statutory timelines
- Assessing capacity gaps of VCWPCs
- Facilitating coordination with Police, DCPU, and Child Helpline.

Example: If several VCWPCs report adolescent child labour cases in a specific sector, the BCWPC should flag this trend to the DCPU for coordinated enforcement and rehabilitation planning.

Annexure Reference: Annexure 6: BCWPC Consolidated Monitoring Format

13.4 Mandatory Reporting and Legal Accountability

Monitoring and reporting under VCWPCs and BCWPCs must be carried out in strict compliance with mandatory reporting provisions under applicable child protection laws. Failure to report certain categories of cases is a punishable offence under law. Mandatory reporting applies to, but is not limited to:

- Children in Need of Care and Protection (JJ Act, 2015)
- Sexual offences against children (POCSO Act, 2012)
- Child marriage (Prohibition of Child Marriage Act, 2006)
- Trafficking, child labour, and missing children

VCWPCs do not investigate or adjudicate, but are legally obligated to report without delay to the appropriate authority—CWC, SJPU, Police, DCPU, or Child Helpline.

DO / DO NOT – Mandatory Reporting

DO

- Report suspected abuse even if facts are incomplete
- Report within 24 hours where required by law
- Document date, time, and authority informed

DO NOT

- Attempt local compromise or mediation
- Delay reporting to “verify fully”
- Suppress information to avoid conflict

13.5 Reporting Channels and Timelines

Clear reporting channels ensure that information flows efficiently and lawfully across the child protection system. VCWPCs and BCWPCs must adhere to prescribed timelines to prevent harm to children and legal liability for committee members. Reporting flow:

- VCWPC → BCWPC → DCWPC/DCPU
- Direct reporting to CWC / JJB / Police / Child Helpline (1098) for statutory cases
- Emergency cases routed simultaneously through Child Helpline and SJPU

All reports should be written, dated, and acknowledged, even if the initial communication is verbal or by phone.

13.6 Documentation and Record Maintenance

Accurate documentation supports accountability, continuity of care, and legal compliance. VCWPCs and BCWPCs shall maintain structured registers and files for monitoring and reporting purposes.

Mandatory records include:

- Meeting minutes and attendance
- Case identification and referral registers
- Action Taken Reports (ATR)
- Follow-up and compliance records
- Correspondence with statutory authorities

Records should be stored securely and accessed only by authorised persons.

Annexure Reference: Annexure 17: Record-Keeping Checklist

13.7 Review, Feedback, and Corrective Action

Monitoring is meaningful only when findings lead to corrective action and system improvement. BCWPCs should periodically review VCWPC performance, provide feedback and guidance, or recommend capacity-building support.

District-level reviews led by the District Magistrate or DCWPC should:

- Examine trends and bottlenecks
- Review unresolved or delayed cases
- Assess the effectiveness of community-level interventions
- Recommend systemic improvements

13.8 Accountability of Committee Members

Committee members are accountable for performing assigned roles in good faith, within the scope of the law. Accountability mechanisms are intended to ensure responsibility, not punishment, except in cases of negligence or misconduct.

Accountability may be triggered by:

- Failure to attend meetings without cause
- Failure to report mandatory cases
- Breach of confidentiality
- Abuse of position or authority

Appropriate action may include a written warning, removal from the committee, or referral to the competent authority, in line with Mission Vatsalya and state rules.

13.9 Use of Monitoring Data for Planning and Improvement

Monitoring data generated at the VCWPC and BCWPC levels should be actively used for:

- Annual child protection action plan
- Identification of priority issues
- Designing awareness and prevention activities
- Informing training and capacity-building needs

This ensures that monitoring under Mission Vatsalya is not a compliance exercise but a tool for continuous learning and system strengthening.

Annexure Reference: Annexure 6: BCWPC Consolidated Monitoring Format

SECTION 14: SAFEGUARDING, ETHICS, AND CONFIDENTIALITY FRAMEWORK

14.1 Purpose and Scope of Safeguarding under Mission Vatsalya

Safeguarding is a foundational principle of Mission Vatsalya. It refers to the collective responsibility of all child protection functionaries to prevent harm, minimise risk, and ensure the dignity and safety of every child throughout identification, reporting, referral, and follow-up. For VCWPCs and BCWPCs, safeguarding is not limited to responding after abuse occurs; it also includes preventing re-traumatisation, misuse of authority, breaches of privacy, and secondary victimisation of children and families.

This section establishes clear ethical standards and safeguards that must guide all actions, decisions, interactions, and records handled by community- and block-level committees.

14.2 Core Safeguarding Principles

Safeguarding practices under VCWPCs and BCWPCs shall be guided by universally accepted child protection principles, suggesting that children's rights, safety, and well-being must override all other considerations.

These principles include:

- **Best Interest of the Child:** Every decision must prioritise the child's safety, development, and long-term well-being.
- **Do No Harm:** Actions taken should not expose the child to further risk, stigma, or distress.
- **Participation with Protection:** Children should be heard in age-appropriate ways, without pressure or coercion.
- **Non-Discrimination:** Safeguards must apply equally to girls, boys, children with disabilities, SC/ST children, minorities, and migrant children.

Example: If a child marriage case is reported, the committee must intervene promptly to stop the marriage, but must avoid public confrontation that could place the girl at greater risk of violence at home.

14.3 Code of Conduct for Committee Members

All members of VCWPCs and BCWPCs shall adhere to a formal Code of Conduct conforming to the guiding principles of Mission Vatsalya, that defines acceptable and unacceptable behaviour while performing their roles. This code is essential to maintain trust with children, families, and statutory authorities.

Committee members shall:

- Act strictly within their assigned role and legal mandate
- Refrain from moral judgment or personal opinions
- Avoid any form of intimidation, inducement, or coercion
- Declare conflicts of interest and recuse themselves where necessary

Example: A committee member who is related to the family of an alleged perpetrator must not participate in discussions or decisions related to that case.

DO / DO NOT – Ethical Conduct

DO

- Treat all children with dignity and respect
- Maintain neutrality and professionalism
- Report misconduct immediately

DO NOT

- Conduct private interviews alone with a child
- Share case details informally
- Use authority for personal influence

14.4 Confidentiality and Information Sharing

Confidentiality is a legal and ethical obligation under the JJ Act, POCSO Act, and Mission Vatsalya Guidelines. VCWPCs and BCWPCs must ensure that personal details of children and families are protected at all stages.

Information shall be shared only:

- With authorised statutory bodies (CWC, JJB, SJPU, DCPU)
- On a need-to-know basis
- Through secure and official channels

Public disclosure of names, photographs, addresses, or identifiable details of children is strictly prohibited.

Example: During a Gram Sabha discussion, child protection issues may be discussed in general terms, but no individual case details should ever be disclosed.

14.5 Safe Interaction with Children

Interactions with children must be conducted in ways that are safe, supportive, and non-intrusive. Committees are not investigative bodies and must avoid repeated questioning or probing that may retraumatise the child.

Good practice includes:

- Speaking in simple, age-appropriate language
- Allowing the child to speak at their own pace
- Ensuring presence of a trusted adult wherever possible
- Avoiding leading or suggestive questions

Example: In a suspected sexual abuse case, the committee should only gather minimal information necessary for referral and immediately involve Child Helpline or SJPU.

14.6 Safeguarding during Documentation and Record Handling

Safeguarding extends to the creation, storage, access, and sharing of records. Improper documentation can expose children to serious risks. Committees shall ensure that:

- Case files are stored securely in locked cabinets or password-protected systems
- Only authorised members have access to records
- Copies are shared only with competent authorities

14.7 Addressing Breaches of Safeguarding

Any breach of safeguarding—such as disclosure of confidential information, inappropriate conduct with a child, or misuse of authority—must be treated seriously and acted upon promptly.

Breaches may be reported to:

- BCWPC / DCWPC
- District Magistrate
- DCPU
- Police or other statutory authority, where applicable

Corrective action may include counselling, removal from the committee, or legal action as per applicable laws.

14.8 Safeguarding as a Shared Responsibility

Safeguarding under Mission Vatsalya is not the responsibility of a single individual but a shared obligation across all levels—village, block, district, and state. VCWPCs and BCWPCs must promote a culture in which ethical conduct, child safety, and accountability are actively upheld and reinforced. Safeguarding must be reviewed regularly during meetings and integrated into training, monitoring, and reporting processes.

Annexure Reference: Annexure 12 – Ethics of Child Safeguarding for VCWPCs and BCWPCsF

SECTION 15: CAPACITY BUILDING, TRAINING, AND SUPPORT SYSTEMS

15.1 Rationale for Capacity Building under Mission Vatsalya

Effective functioning of Village-level and Block-level Child Welfare and Protection Committees depends not only on their formal constitution but also on the knowledge, skills, attitudes, and confidence of their members. Given that VCWPC and BCWPC members come from diverse backgrounds—elected representatives, frontline workers, teachers, community members, and child representatives—it is essential to build a shared understanding of child protection laws, procedures, and ethical practices.

Mission Vatsalya recognises capacity building as a continuous process rather than a one-time activity. Training must therefore equip committee members to identify risks early, respond appropriately, coordinate with statutory bodies, maintain records, and uphold child safeguarding standards.

15.2 Objectives of Capacity Building for VCWPCs and BCWPCs

Capacity-building initiatives shall aim to ensure that committee members can perform their roles lawfully, confidently, and effectively. The objectives include:

- Developing a clear understanding of child rights and child protection laws
- Building practical skills for identification, documentation, referral, and follow-up
- Strengthening coordination with DCPU, CWC, JJB, Police, and Child Helpline.
- Enhancing community engagement and preventive action
- Reinforcing ethical conduct, confidentiality, and safeguarding principles

Example: A trained VCWPC member should be able to differentiate between a case that can be resolved through family support (e.g., school absenteeism due to poverty) and a case that requires immediate statutory intervention (e.g., sexual abuse).

15.3 Core Training Domains

Capacity-building programmes for VCWPCs and BCWPCs shall cover the following core domains in a structured, progressive manner.

15.3.1 Legal and Policy Framework

Training shall familiarise members with key laws and policies governing child protection, including:

- Juvenile Justice (Care and Protection of Children) Act, 2015
- POCSO Act, 2012
- Prohibition of Child Marriage Act, 2006
- Mission Vatsalya Guidelines

Members must understand what the law requires, what the committee can do, and what it must not do.

Example: Members should clearly know that VCWPCs cannot investigate sexual offences but must immediately report them to SJPU/Police and CWC.

15.3.2 Identification and Case Management

Training shall enable members to identify early warning signs of vulnerability, abuse, neglect, exploitation, and conflict with the law, and to follow standardised procedures for response.

This includes:

- Recognising behavioural and physical indicators
- Understanding mandatory reporting obligations
- Using case registers and referral formats correctly

Example: A sudden school dropout combined with frequent injuries may indicate child labour or abuse and requires verification and escalation.

15.3.3 Documentation and Record-Keeping

Members shall be trained on:

- Maintaining case registers and meeting records
- Preparing referral notes and follow-up reports
- Safeguarding sensitive information

Accurate documentation strengthens accountability and enables effective coordination with statutory bodies.

15.3.4 Safeguarding and Ethical Conduct

Training must reinforce:

- Confidentiality norms
- Do No Harm principles
- Child-friendly communication
- Prevention of secondary victimisation

This is particularly critical for members interacting directly with children and families.

15.3.5 Community Engagement and Prevention

Committees shall be capacitated to undertake preventive and awareness activities, including:

- Community meetings
- Engagement with parents and caregivers
- School-based sensitisation

Example: Regular awareness sessions on child marriage before peak wedding seasons can prevent violations before they occur.

15.4 Identification of Resource Persons and Institutions

Capacity building shall be delivered through a multi-stakeholder approach, drawing on expertise from government and non-government institutions.

Key resource agencies may include:

- District Child Protection Unit (DCPU)
- Police / Special Juvenile Police Unit (SJPU)
- Academic institutions and experienced NGOs
- District Legal Services Authority (DLSA)
- Child Helpline Units

DCPU should coordinate training in consultation with BCWPCs.

15.5 Training Modalities and Frequency

Capacity building should adopt blended learning approaches to ensure accessibility and retention.

Recommended modalities include:

- Orientation training for newly constituted committees
- On-the-job mentoring and handholding
- Refresher training at least once a year
- Exposure visits to functional child protection institutions

Example: New VCWPC members may attend a one-day orientation, followed by quarterly mentoring support from BCWPC or DCPU.

DO / DO NOT – Capacity Building

DO

- Use practical examples and case studies
- Encourage discussion and clarification
- Adapt training to local context

DO NOT

- Treat training as a one-time activity
- Use overly technical legal language
- Exclude child representatives from age-appropriate sessions

15.6 Monitoring Effectiveness of Capacity Building

Capacity building must be reviewed regularly to assess:

- Improvement in case identification and reporting
- Coordination with statutory bodies
- Quality of documentation
- Confidence and role clarity among members

BCWPCs, with support from DCPU, shall periodically assess training outcomes and identify further needs.

15.7 Institutional Support and Handholding

Beyond formal training, committees require ongoing institutional support. DCPU shall provide:

- Technical guidance
- Clarifications on procedures
- Support during complex cases

BCWPCs shall act as an immediate support system for VCWPCs, especially in the initial years of functioning.

SECTION 16: COMMUNITY ENGAGEMENT, AWARENESS, AND PREVENTIVE ACTION

16.1 Importance of Community Engagement in Child Protection

Child protection cannot be ensured solely through statutory mechanisms. Many risks faced by children—such as child marriage, child labour, neglect, substance abuse, or school dropout—originate and manifest within families and communities. Village-level and Block-level Child Welfare and Protection Committees are therefore positioned as community-facing structures under Mission Vatsalya, responsible not only for responding to violations but also for preventing harm before it occurs.

Community engagement enables early identification of vulnerabilities, builds trust between families and institutions, and promotes collective responsibility for child well-being. Preventive action reduces the need for crisis interventions and supports the Mission Vatsalya objective of creating a strong social safety net at the grassroots level.

16.2 Objectives of Community Engagement by VCWPCs and BCWPCs

Community engagement and awareness activities undertaken by the committees shall aim to:

- Increase awareness of child rights, laws, and available services
- Reduce social acceptance of harmful practices
- Encourage reporting of child rights violations
- Strengthen protective factors within families and communities
- Promote participation of children and adolescents in safe spaces

Example: A village that regularly discusses school attendance and early marriage during Gram Sabha meetings is more likely to prevent violations than one that responds only after harm has occurred.

16.3 Key Focus Areas for Awareness and Prevention

Community engagement initiatives should focus on locally relevant child protection concerns. While priorities may vary across villages and blocks, the following areas shall be addressed systematically.

16.3.1 Prevention of Child Marriage

VCWPCs shall actively engage with families, religious leaders, and community elders to prevent early marriages, particularly during peak marriage seasons. Activities may include:

- Community meetings explaining legal consequences under the Prohibition of Child Marriage Act
- School-based sessions with adolescents on life skills and rights
- Coordination with Child Marriage Prohibition Officers (CMPOs)

Example: Before the wedding season, VCWPCs may display IEC materials in public spaces and inform families that child marriage is punishable by law and subject to immediate intervention.

16.3.2 Prevention of Child Labour and Exploitation

Committees shall raise awareness on:

- Legal prohibition of child labour
- Importance of education and skill development
- Available government schemes supporting vulnerable families

Example: If children are observed working in shops during school hours, VCWPC members should engage the family, inform the BCWPC, and coordinate with DCPU and Labour Department where required.

16.3.3 Substance Abuse Prevention

VCWPCs shall work with schools, health workers, and youth groups to prevent substance abuse among adolescents.

This may include:

- Awareness sessions led by health professionals
- Peer education through child representatives
- Referral to counselling or de-addiction services

16.3.4 Promotion of Education and Retention

Committees shall monitor enrolment, attendance, and dropout trends, particularly among girls, children with disabilities, and children from marginalised families.

Example: If repeated absenteeism is noted, the VCWPC should engage parents, assess barriers, and coordinate with education authorities for remedial action.

16.4 Role of Gram Sabha and PRI Structures

VCWPCs function within the broader framework of Panchayati Raj Institutions. Gram Sabha meetings provide a formal platform to:

- Discuss child protection issues
- Review village-level child vulnerability trends
- Mobilise community support

BCWPCs shall facilitate integration of child protection priorities into Block Development Plans and support VCWPCs in advocacy with line departments.

16.5 Child Participation in Community Engagement

Children's participation is a core principle under Mission Vatsalya. Child representatives in VCWPCs shall be encouraged to contribute in age-appropriate ways, such as:

- Sharing concerns of peers
- Supporting awareness campaigns
- Promoting peer reporting through safe channels

Example: Child representatives may help design school-based posters or lead peer discussions on safety and reporting mechanisms.

DO / DO NOT – Community Engagement

DO

- Use simple, culturally appropriate messages
- Engage trusted community leaders
- Ensure inclusion of women, children, and marginalised groups

DO NOT

- Shame or publicly name families
- Use threatening language
- Conduct awareness activities without follow-up

16.6 Planning and Documentation of Awareness Activities

VCWPCs and BCWPCs shall plan awareness activities as part of their quarterly activity calendars. Each activity should be documented with the following:

- Date and location
- Theme and target group
- Number of participants
- Key outcomes and follow-up actions

This documentation supports monitoring, reporting, and learning.

Annexure Reference: Annexure 5: Community Awareness Activity Planning Template

16.7 Monitoring Impact of Community Engagement

BCWPCs, with support from DCPU, shall periodically review:

- Frequency of awareness activities
- Community participation levels
- Changes in reporting patterns
- Reduction in repeat violations

Learning from these reviews should inform future engagement strategies.

SECTION 17: RESOURCE POOLING, PARTNERSHIPS, AND LOCAL CHAMPIONS

17.1 Rationale for Resource Pooling and Partnerships

Village- and Block-level Child Welfare and Protection Committees cannot function effectively in isolation. Child protection is multi-dimensional and requires inputs from education, health, police, social welfare, legal services, civil society, and the community itself. Mission Vatsalya explicitly emphasises convergence, coordination, and partnership as foundational principles for strengthening child protection systems.

Resource pooling refers to the systematic identification, mapping, and mobilisation of human, institutional, and material resources available within and beyond the community. Partnerships enable committees to extend their reach, improve service quality, and ensure timely support to children and families without duplicating efforts.

17.2 Types of Resources to be Pooled

VCWPCs and BCWPCs shall identify and maintain information on the following resource categories.

17.2.1 Human Resources

Human resources include individuals with relevant knowledge, authority, or influence who can support child protection work. Examples include:

- Teachers and school principals
- Accredited counsellors and psychologists
- Probation Officers and Child Welfare Officers
- Anganwadi Workers and ASHAs
- Para-legal volunteers (DLSA)
- Youth volunteers and trained community facilitators

Example: A trained school counsellor may support early identification of emotional distress among adolescents and guide referrals to appropriate services.

17.2.2 Institutional Resources

Institutional resources refer to government and non-government organisations that provide services related to child welfare. Examples include:

- DCPU, CWC, JJB, SJPU
- Schools, hostels, and vocational institutes
- NGOs working on child protection, disability, education, or mental health
- Health facilities and de-addiction centres
- Legal Services Authorities

17.2.3 Community-Based Resources

Community resources include trusted individuals and informal structures that influence behaviour and norms. Examples include:

- Religious leaders
- Women's collectives
- Self-help group leaders
- Youth clubs and sports groups

These actors play a crucial role in prevention, awareness, and social norm change.

17.3 Role of VCWPCs in Resource Pooling

VCWPCs shall serve as the first-level resource mapping and mobilisation body at the village level.

Their responsibilities include:

- Identifying local individuals and institutions willing to support child protection
- Maintaining a village-level resource directory
- Referring cases to appropriate service providers
- Mobilising local support during emergencies

Example: In a case of school dropout due to poverty, VCWPC may coordinate with the school, SHG leaders, and DCPU to access sponsorship support rather than immediately escalating the case.

17.4 Role of BCWPCs in Resource Coordination

BCWPCs shall consolidate and strengthen resource pooling at the block level by:

- Compiling resource directories from VCWPCs
- Facilitating partnerships with NGOs, academic institutions, and district-level agencies
- Supporting VCWPCs in accessing specialised services
- Identifying gaps in services across villages

BCWPCs shall also coordinate block-level orientation meetings for identified partners to ensure clarity of roles.

17.5 Identification and Promotion of Local Child Protection Champions

Local champions are individuals who demonstrate commitment, credibility, and leadership in protecting children. Mission Vatsalya encourages community ownership by recognising and supporting such champions.

17.5.1 Who Can Be a Local Champion

Local champions may include:

- Teachers preventing school dropouts
- Health workers identifying abuse cases
- Youth leaders promoting safe behaviours
- Women leaders preventing child marriage

Champions need not hold formal positions but should command respect and trust.

17.5.2 Role of Local Champions

Local champions can:

- Act as early warning points
- Support awareness activities
- Encourage reporting of violations
- Mentor children and families

Example: A respected elderly woman in the village may intervene informally to stop a planned child marriage before formal action is required.

DO / DO NOT – Partnerships and Champions

DO

- Clearly define roles and boundaries
- Ensure alignment with child rights principles
- Maintain transparency and accountability

DO NOT

- Delegate statutory responsibilities to non-authorised persons
- Allow informal handling of serious abuse cases
- Depend on a single individual for all actions

17.6 Documentation and Maintenance of Resource Pool

VCWPCs and BCWPCs shall maintain updated records of identified resources and partners, including:

- Name and role
- Area of expertise
- Contact details
- Nature of support offered

These records shall be reviewed periodically and shared with DCPU where required.

Annexure Reference: Annexure 18: Resource Directory Format

17.7 Monitoring and Review of Partnerships

BCWPCs, with support from DCPU, shall periodically review:

- Effectiveness of partnerships
- Responsiveness of service providers
- Gaps and overlaps in services

Learning from these reviews should inform future planning and strengthening of partnerships.

SECTION 18: MONITORING, REPORTING, AND ACCOUNTABILITY FRAMEWORK

18.1 Purpose of Monitoring and Accountability under Mission Vatsalya

Monitoring and accountability are central to ensuring that Village-level and Block-level Child Welfare and Protection Committees function as effective community institutions rather than as symbolic structures. Under Mission Vatsalya, monitoring is not limited to tracking activities; it is intended to assess whether children are actually being protected, supported, and restored, and whether statutory responsibilities under the JJ Act are being discharged in a timely and lawful manner.

For VCWPCs and BCWPCs, monitoring serves three interconnected purposes:

- (i) ensuring that child protection risks are identified early and acted upon,
- (ii) ensuring that committees remain functional, responsive, and compliant with legal provisions, and
- (iii) ensuring accountability to higher authorities, communities, and—most importantly—to children.

18.2 Levels of Monitoring and Their Responsibilities

Monitoring under Mission Vatsalya operates at multiple levels, with clear vertical linkages.

18.2.1 Village-Level Monitoring (VCWPC)

VCWPCs are responsible for continuous, ground-level monitoring of children and families within the village. This includes tracking vulnerable children, reviewing ongoing cases, monitoring follow-up actions, and ensuring that referrals made to higher authorities are acted upon.

Example: If a VCWPC refers a child labour case to the BCWPC and DCPU, the VCWPC must monitor whether the child has been withdrawn from work, enrolled in school, and provided family support.

18.2.2 Block-Level Monitoring (BCWPC)

BCWPCs are responsible for aggregated and supervisory monitoring. They review reports submitted by VCWPCs, identify trends across villages, flag serious or repeated violations, and ensure timely escalation to district authorities.

BCWPCs also monitor the functionality of VCWPCs, including frequency of meetings, record-keeping, and responsiveness to cases.

18.2.3 District-Level Oversight (DCWPC and DCPU)

District-level monitoring focuses on system performance, compliance with legal mandates, and outcome tracking. DCPU acts as the nodal technical and administrative body supporting this process under Mission Vatsalya.

District authorities review:

- Timeliness of case reporting
- Compliance with mandatory reporting provisions
- Quality of documentation and referrals
- Gaps in service delivery and convergence

18.3 Monitoring of Cases: What Must Be Tracked

Monitoring of cases is not limited to case numbers; it must focus on process, protection, and outcomes.

VCWPCs and BCWPCs shall track:

- Date of identification and verification
- Nature of risk or violation
- Authority to whom the case was reported
- Interim protection measures taken
- Status of inquiry, rehabilitation, and restoration
- Follow-up outcomes

Example: In a child marriage prevention case, monitoring must track not only whether the marriage was stopped, but also whether the girl remains in school and receives counselling support.

Annexure Reference: Annexure 10: Action Taken & Follow-up Register

18.4 Reporting Structure and Timelines

Reporting under Mission Vatsalya must be regular, accurate, and timely, as delays may amount to non-compliance with statutory obligations.

18.4.1 Reporting by VCWPCs

VCWPCs shall submit:

- Monthly activity and case summary reports to BCWPC
- Immediate reports for serious violations (within 24 hours)

18.4.2 Reporting by BCWPCs

BCWPCs shall submit:

- Quarterly consolidated reports to DCWPC and DCPU
- Immediate escalation of serious or unresolved cases

DO / DO NOT – Reporting

DO

- Report serious violations within 24 hours
- Use prescribed formats
- Maintain copies of all reports

DO NOT

- Delay reporting due to local pressures
- Suppress or minimise serious cases
- Share reports publicly without authorisation

18.5 Accountability Mechanisms

Accountability ensures that responsibilities assigned to committees are actually fulfilled.

18.5.1 Internal Accountability

VCWPCs and BCWPCs shall:

- Review action taken in every meeting
- Record reasons for delays or non-action
- Assign clear responsibility for follow-up

18.5.2 External Accountability

DCPU and DCWPC may:

- Seek explanations for non-reporting or delayed action
- Recommend capacity-building or corrective measures
- Escalate serious lapses to the District Magistrate

Failure to report certain categories of cases may result in legal consequences under the JJ Act.

18.6 Mandatory Reporting and Legal Accountability

Certain categories of cases require mandatory reporting, including the following:

- Sexual offences against children
- Trafficking, child labour, and child marriage
- Abandoned, orphaned, or missing children

Failure to report such cases within stipulated timeframes may constitute an offence under Sections 32–34 of the JJ Act, 2015. VCWPCs and BCWPCs must therefore treat monitoring and reporting not as optional administrative tasks, but as legal duties.

18.7 Social Accountability and Community Transparency

While maintaining the confidentiality of individual cases, committees must remain accountable to the community through:

- Periodic reporting in Gram Sabha / Block review meetings
- Sharing non-identifiable data on child protection issues
- Encouraging community feedback on committee functioning

This builds trust and reinforces community ownership of child protection.

SECTION 19: FINANCIAL MANAGEMENT, UTILISATION, AND TRANSPARENCY

19.1 Purpose of Financial Management for VCWPCs and BCWPCs

Financial management for Village- and Block-level Child Welfare and Protection Committees is not about creating independent financial entities, but about ensuring that child protection activities are adequately planned, supported, tracked, and accounted for within existing government systems. Under Mission Vatsalya, financial discipline and transparency are essential to ensure that funds meant for children are used lawfully, efficiently, and in ways that directly contribute to prevention, protection, rehabilitation, and monitoring.

VCWPCs and BCWPCs do not replace statutory authorities such as DCPU or District Administration in financial matters. Instead, they serve as planning, recommending, monitoring, and accountability bodies, ensuring that child protection priorities are reflected in local budgeting and expenditure decisions.

19.2 Principles Guiding Financial Management

All financial actions related to VCWPCs and BCWPCs must adhere to the following principles:

- **Child-centricity:** Expenditure must directly or indirectly benefit children.
- **Legality:** Funds must be drawn and utilised only through authorised government mechanisms.
- **Transparency:** Decisions and expenditures must be documented and open to review.
- **Accountability:** Clear responsibility must be assigned for utilisation and reporting.

These principles are consistent with Mission Vatsalya's emphasis on outcome-based and accountable service delivery.

19.3 Sources of Funds and Financial Support

19.3.1 Mission Vatsalya and Allied Government Schemes

Mission Vatsalya provides financial support for child protection services primarily through the State Child Protection Society (SCPS) and the District Child Protection Units (DCPU). VCWPCs and BCWPCs do not directly receive Mission Vatsalya funds but may recommend activities supported by DCPU-approved budgets.

Example: If a BCWPC identifies a block-level need to train VCWPC members on case documentation, the proposal should be routed through DCPU for inclusion in the Mission Vatsalya capacity-building components.

19.3.2 Panchayat and Block-Level Development Funds

VCWPCs and BCWPCs may leverage Gram Panchayat and Block Development funds, in accordance with applicable rules, for child-centric activities such as:

- Community awareness programmes
- Village-level prevention initiatives
- Support for enrolment and retention of children in schools

Example: A Gram Panchayat may allocate funds for a village awareness drive on the prevention of child marriage, based on a proposal endorsed by the VCWPC.

19.3.3 Convergence and Resource Mobilisation

Committees may also facilitate convergence with line departments (Education, Health, Social Welfare) and support the mobilisation of resources through government schemes, as well as through independent fundraising. Traditional methods include zakat, daan, community or individual donations, donations on marriage and death, and so on. The Committees should open their bank accounts, and the utilisation of these donations shall be decided by a majority vote and a process.

19.4 Financial Planning and Budgeting

19.4.1 Annual and Quarterly Planning

VCWPCs and BCWPCs shall prepare annual and quarterly activity plans, clearly indicating:

- Proposed activities
- Responsible agencies
- Indicative resource requirements
- Expected child protection outcomes

These plans form the basis for seeking financial support from Panchayats, Blocks, or DCPU.

Annexure Reference: Annexure 19: Annual Child Protection Activity Planning Format

19.4.2 Approval and Authorisation

All financial approvals must be obtained from competent authorities:

- In the meeting of VCWPC with a majority vote
- Block Development Office / BDC for block-level activities
- DCPU / District Administration for Mission Vatsalya-supported components

VCWPCs and BCWPCs shall not incur expenditure independently.

19.5 Expenditure Tracking and Record-Keeping

Proper record-keeping ensures transparency and audit readiness. VCWPCs and BCWPCs shall maintain:

- Records of approved activities
- Copies of financial sanctions received
- Expenditure utilisation summaries
- Documentation of outcomes achieved

Example: For an awareness programme funded through Panchayat resources, records should include an approval note, date of activity, expenditure details, and brief outcome notes.

DO / DO NOT – Financial Practices

DO

- Route all financial requests through authorised channels
- Maintain written records and approvals
- Link expenditure to child protection outcomes
- Maintain records of donations received in cash or kind

DO NOT

- Spend funds without formal approval
- Mix child protection expenses with unrelated activities

19.6 Financial Reporting and Review

19.6.1 Reporting by VCWPCs

VCWPCs shall:

- Include financial utilisation summaries in monthly reports to BCWPC
- Report deviations or constraints immediately

19.6.2 Review by BCWPCs and DCPU

BCWPCs shall review:

- Alignment between planned activities and expenditure
- Gaps in utilisation or delays

DCPU may seek clarifications, recommend corrective action, or integrate findings into district-level Mission Vatsalya reporting.

19.7 Transparency and Public Accountability

While protecting confidentiality of individual cases, committees must ensure public transparency regarding:

- Types of child protection activities undertaken
- Use of public funds for child welfare

This may be done through Gram Sabha disclosures or block-level review meetings.

19.8 Handling Financial Irregularities

Any suspected misuse or irregularity must be:

- Documented
- Immediately reported to BCWPC and DCPU
- Brought to the notice of District Administration

Failure to act on financial irregularities may attract administrative or legal action.

Abbreviation

AHTU- Anti Human Trafficking Unit	ANM- Auxiliary Nurse Midwife
ASHA- Accredited Social Health Activist	ATR- Action Taken Reports
BCWPC- Block Child Welfare and Protection Committee	BDC- Block Development Council
BDO- Block Development Office	BMO- Block Medical Officer
CCL- Children in Conflict with Law	CMPO- Child Marriage Prohibition Officer
CNCP- Children in Need of Care and Protection	CWC- Child Welfare Committee
CWPO- Child Welfare Police Officer	DCM- District Community Mobilizer
DCPC- District Child Protection Committee	DCPO- District Child Protection Officer
DCPU- District Child Protection Unit	DCWPC- District Child Welfare and Protection Committee
DPO- District Panchayat Office	DLSA- District Legal Service Authority
DM- District Magistrate	HOI- Head of Institution
JJB- Juvenile Justice Board	IEC- Information, Education and Communication material
JJ Act- Juvenile Justice (Care and Protection of Children) Act, 2015	
MWCD- Ministry of Women and Child Development	
NGO- Non-government Organisation	NSS- National Service Scheme
NYKS- National Yuva Kendra Sangathan	
POCSO- Protection of Children from Sexual Offences Act, 2012	
PRI- Panchayati Raj Institution	RET – Rehbar-e-Taleem
SC- Schedule Caste	SCPS- State Child Protection Society
SHG- Self Help Group	SJPU- Special Juvenile Police Unit
SOP- Standard Operating Procedure	ST- Schedule Tribe
UNCRC- United Nations Convention on the Rights of the Child	
UT- Union Territory	
VCWPC- Village Child Welfare and Protection Committee	
VPC- Village Planning Committee	

ANNEXURES

- Annexure 1: Model VCWPC Composition Notification
- Annexure 2: Model BCWPC Composition Notification
- Annexure 3: Reporting Format to DCPU
- Annexure 4: Case Register Format
- Annexure 5: Community Awareness Activity Planner
- Annexure 6: BCWPC Monitoring Summary Format
- Annexure 7: Quarterly Reporting Format VCWPC
- Annexure 8: Six monthly BCWPC Reporting Format
- Annexure 9: Case file Content
- Annexure 10: Action Taken & Follow-up Register.
- Annexure 11: Use the Child-Friendly Interaction Checklist
- Annexure 12: Ethics of Child Safeguarding for VCWPCs and BCWPCs
- Annexure 13: Village Vulnerability Mapping Format
- Annexure 14: Block-Level Review Format to assess technical support to VCWPC
- Annexure 15: Orientation for Local Champions
- Annexure 16: Local Champion Register Format
- Annexure 17: Record-Keeping Checklist
- Annexure 18: Resource Directory Format
- Annexure 19: Annual Child Protection Activity Planning Format

ANNEXURE 1 & 2

शीतल नंदा, भा.प्र.से.
आयुक्त सचिव



Sheetal Nanda, IAS
Commissioner / Secretary

समाज कल्याण विभाग
केंद्र शसित प्रदेश
जम्मू और कश्मीर

Social Welfare Department
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D.O. No. PS/CommSecy/SWB/32/2023

Dated: 06-04-2023

Annexure-I

1. COMPOSITION OF VILLAGE LEVEL CHILD PROTECTION COMMITTEE

S.No	Designation	Position in Committee
1	Sarpanch	Chairperson
2	Panchayat Secretary	Member Secretary
3	Child Representative (Boy)	Member
4	Child Representative (Girl)	Member
5	Anganwadi Worker	Member
6	School Teacher	Member
7	Asha Worker	Member
8	Women (actively involved in child & women related issues)	Member
9	Civil Society Representative	Member
10	Chowkidar	Member

2. COMPOSITION OF BLOCK LEVEL CHILD PROTECTION COMMITTEE

S.No	Designation	Position in Committee
1	Head of the Block Development Council	Chairperson
2	Concerned Block Development Officer	Member Secretary
3	Representative of DCPU	Member
4	Concerned Child Development Project Officer	Member
5	Representative of Education Department	Member
6	Representative of Health Department	Member
7	Chairperson (s) of Village Level Child Protection Committee (s)	Member
8	Respected Community Members	Member
9	Child Representative (Boy)	Member
10	Child Representative (Girl)	Member

Dear Mandeep Mam,

To ensure the safety and security of the children, the **Mission Vatsalya Guidelines** emphasise on creating synergies between state and local government bodies. The local bodies must be able to reach out to children, engage with communities and encourage them to take ownership of the wellbeing of Children in their areas. In this regard, the function of child welfare and protection has been assigned to the Panchayati Raj Institutions. For aforementioned reasons, **'Block Level Child Protection Committees and Village Level Child Protection Committees'** are to be constituted. These Committees should work to strengthen the framework of child protection through effective implementation of different child care programs.

For adopting child friendly practices, the best performing Gram Panchayat/ Village Council is awarded with **'Child Friendly Gram Panchayat Award'** on National Panchayati Raj Day celebrated on 24th of April every year. The constitution of these committees would be a step in the direction. Therefore all Panchayats should exhort to adopt conducive atmosphere for healthy growth and development of children.

For Gender Budgeting the **'Ministry of Women and Child Development'** seeks to promote Gender Budget Cells at the Panchayat Level. These Gender Budget Cells are aimed at ensuring that a certain percentage of Panchayat Funds are set aside for Women and Children related functions. There is immense scope within your department to plan and budget for women and child related activities right down to the grass root level, given the opportunities in enhancing child and women participation and empowerment.

In this regard, I request you to direct the concerned to constitute Block Level Child Protection Committees, Village Level Child Protection Committees and Panchayat Level Gender Budgeting Cells to ensure welfare and wellbeing of Children and Women in their respective areas. The details of the committees/ cells so constituted may kindly be shared with District Social welfare Officers in all districts. The suggested composition of the committees is enclosed.

With Regards,

Yours Sincerely,
Sheetal
(Sheetal Nanda) IAS
6/4/23

Ms. Mandeep Kour, IAS
Commissioner/ Secretary to the Government
Department of Rural Development & Panchayati Raj, J&K

Sgr. (May-Oct) : 0194-2506067 / 0194-2506279 (Fax) | Jmu. (Nov-April) : 0191-2579126 / 0191-2542759 (Fax)



BETI BACHAO BETI PADHAO

Annexure 3 – Reporting Format (VCWPC to DCPU)

- a. Purpose of the Reporting Format:** This format shall be used by VCWPCs and BCWPCs to formally report identified cases of children in need of care and protection (CNCP) or children in conflict with law (CCL) to the District Child Protection Unit (DCPU).
- b. Mandatory Reporting:** If the case involves POCSO / Child Marriage / Trafficking / Severe Abuse / CCL, then tick the following to gain immediate attention
 (POCSO / Child Marriage / Trafficking / Severe Abuse / CCL)
 Mandatory cases must be reported within 24 hours (excluding travel time), as per Sections 31–34 of the JJ Act, 2015.
- c. Note 1:** This form does not substitute police complaints, FIRs, or Social Investigation Reports prepared by DCPU or Probation Officers.
- d. Note 2: Confidentiality Warning -** Information recorded herein is strictly confidential and shall be shared only with authorised statutory bodies.
- e. Reporting Format:** See below:

Case File Number	
Date of case filing	
Case reported by (i) Name (ii) Contact number (iii) Relationship with the child	
Details of the child (i) Name (ii) Age (iii) Sex (iv) Address	
Case Details (i) Reported problem (ii) Any other problem identified	
Other important detail of the case	
Case referred by: (i) Signature (ii) Name (iii) Designation (iv) Date	

ANNEXURE 4 – VCWPC Case Register Format

Guidance for Use: The Case Register is a record-keeping tool to track concerns identified at village level. It supports follow-up but does not replace statutory records.

Legal Reminder: Failure to report mandatory cases constitutes an offence under Sections 33–34 of the JJ Act, 2015

S. No.	Date	Name	Age	Sex	Address	Problem reported	Case Category CNCV / CCL / Preventive	Mandatory Reporting Yes / No	Authority Referred To Police / CWC / JJB / DCPU / Childline	Details of the person who reported	Signature of the VCWPC member

ANNEXURE 5 - Community Awareness Activity Planning Format

Purpose: To plan and document preventive and awareness activities on child rights, protection, and reporting mechanisms under Mission Vatsalya.

Activity Number	
Date of the Planned Activity	
Name of the awareness activity	
Objective of the activity For example Prevention / Awareness / Reporting	
Target Group(s) For example: Children / Parents / Adolescents / Teachers / Community Leaders	
Venue of the awareness activity	
Contact person at the venue Name Designation Phone Number	
Number of persons expected to participate	
VCWPC Incharge of the awareness activity Name Designation Phone Number	
Names of VCWPC members participating	
Tentative budget, if any	
Source of Funding, if applicable	
Name of eminent personality attending the activity, if applicable	
Signature of the VCWPC Chairperson	
Date	

ANNEXURE 6 - Block-Level Monitoring & Review Summary Format (BCWPC)

Guidance: This format supports BCWPCs in monitoring and reviewing VCWPC performance, identifying trends, and reporting to DCPU. The BCWPC will consolidate the activities of all the VCWPC in their Block and submit a consolidated report to Mission Vatsalya functionaries, as required.

1. Total Number of Community awareness activities conducted in the Block: _____
2. Details of the awareness activity

Sl. No.	Name of village	Number of activities undertaken	Name of Activity	Number of participants

3. Number of vulnerable children identified

Sl. No.	Name of village	Details of the child	Type of problem identified	Action taken	Case resolved/ Case in process
		Name: Age: Sex:			
		Name: Age: Sex:			

4. Number of children-in-need-of-care-and-protection (CNCP) cases identified

Sl. No.	Name of village	Details of the child	Type of problem identified	Action taken	Case resolved/ Case in process
		Name: Age: Sex:			
		Name: Age: Sex:			

5. Number of children-in-conflict-with-the-law (CCL) cases identified

Sl. No.	Name of village	Details of the child	Type of problem identified	Action taken	Case resolved/ Case in process
		Name: Age: Sex:			
		Name: Age: Sex:			

6. Number of cases referred
 Total number of CNCP cases referred: _____
 Total number of CCL cases referred: _____

7. Number of cases referred to DCPU
 Number of cases referred to CWC: _____
 Number of cases referred to SJPU: _____
 Number of cases referred to Child Helpline: _____
 Number of cases referred to any other institution, if yes, give details: _____

8. Key Emerging Risks (e.g., school dropouts, repeated child marriage attempts, etc.)

9. Number of visits of Mission Vatsalya officials to VCWPC

Sl. No.	Name of village	Date of visit	Name and designation of the visitor	Name and designation of the visitor

10. Details of trainings organized/attended

Sl. No.	Name of village	Date of training	Details of Training component	No of VCWPC member attending the training	Name(s) & agency of Trainer

11. Details of Funding (Financial information reported here is indicative and does not replace official Panchayat or departmental accounts)

Sl. No.	Name of village	Source of Funding	Amount raised (Rs.)	Total Expenditure (Rs.)	Balance (Rs.)
		1.	1.		
		2.	2.		
		3.	3.		
		1.	1.		
		2.	2.		
		3.	3.		

ANNEXURE 7 – Quarterly Reporting Format of VCWPC

Purpose: To enable structured reporting from VCWPCs to BCWPCs under Mission Vatsalya.

Confidentiality: Names and identifying details of children must not be circulated beyond authorised recipients.

Name of Village: _____

1. Details of Meetings conducted at VCWPC				
Sl. No	Date of Meetings	Number of members present	Number of members absent	
1				
2				
2. Details of Awareness Activity conducted by VCWPC				
Sl. No	Date of Awareness Activity	Type of Awareness Activity	Number of members present	
1				
2				
3. Details of Training/ Capacity building conducted in the village				
Sl. No	Date of Training/ Capacity building	Subject of training	Trainer Details	
1				
2				
4. Summary of cases				
Total number of cases identified				
Number of cases required under mandatory reporting				
Number of cases referred				
Type of services provided to children by VCWPC				
Current status of referred cases (Safe / Under care / Pending)		Number of Safe Cases: _____ Number of undercare cases: _____ Number of pending cases: _____		
5. Details of vulnerable children identified				
Sl. No	Type of Vulnerability	Sex of child	Age of child	Action taken so far
6. Details of Outreach Visit by VCWPCs				
	Date of visit	Name of member(s) who visited	Action taken	
Number of Visit to school(s)				
Number of Visit to Health Center(s)				

ANNEXURE 8- Six monthly BCWPC Consolidated Reporting Format

Purpose: To enable structured six-monthly reporting from BCWPCs to DCPU under Mission Vatsalya.

Guidance: This report consolidates village-level data and supports district-level planning and monitoring.

Name of Block: _____

Names of Villages in the Block: _____

1. Details of BCWPC Meetings conducted			
Sl. No	Date of Meetings	Number of members present	Number of members absent
1			
2			
2. Details of Training/ Capacity building attended by the BCWPC			
Sl. No.	Date of Training/ Capacity building	Subject of training	Trainer Details
1			
2			
3. Summary of cases for all villages under the Block			
Total number of cases identified			
Number of cases required under mandatory reporting			
Number of cases referred			
Type of services provided to children by VCWPCs			
Current status of referred cases at the Block level (Safe / Under care / Pending)		Number of Safe Cases: _____ Number of under-care cases: _____ Number of pending cases: _____	
Trends observed (types of cases) For example -			
<ul style="list-style-type: none"> • Rising school absenteeism and dropouts, especially among adolescent girls • Increase in child labour, particularly in seasonal or informal work • Repeated attempts of child marriage or withdrawal of girls from school • Cases of neglect or abuse linked to substance abuse or domestic violence • Children with disabilities not accessing education or health services • Increase in children in conflict with law, often linked to peer influence or substance use • Cases related to migration, missing children, or children left without adult care • Delays or gaps in reporting and referrals indicating coordination or capacity issues 			

Gaps in services For example: <ul style="list-style-type: none"> • Delayed access to statutory authorities (CWC/JJB) due to distance, transport, or communication barriers • Inadequate counselling and psychosocial support services at the block or community level • Limited availability of temporary safe spaces for children requiring immediate protection • Weak coordination between departments (Education, Health, Police, Labour, Social Welfare) • Insufficient rehabilitation and aftercare services, especially for older adolescents • Gaps in legal aid and paralegal support for children and families • Lack of disability-inclusive services, including assistive devices and specialised care • Inconsistent follow-up after referral, leading to relapse or repeated vulnerability • Low awareness of helplines and schemes among children and families • Capacity gaps among frontline workers in identifying, documenting, and reporting cases 					
Support required from DCPU/DCWPC For example: <ul style="list-style-type: none"> • Technical guidance on case handling, documentation, and lawful procedures • Support in mandatory reporting and escalation, especially in serious or complex cases • Facilitation of referrals to CWC, JJB, Police, SJPU, Childline, and other statutory bodies • Assistance in emergency protection arrangements, including temporary shelter and care • Capacity building and training for VCWPCs and BCWPCs on laws, SOPs, and ethics • Inter-departmental coordination with Education, Health, Labour, Police, and NGOs • Provision of formats, registers, and reporting templates under Mission Vatsalya • Monitoring and feedback on cases referred by VCWPCs/BCWPCs • Support in rehabilitation planning, including sponsorship and services • Guidance on convergence with schemes and utilisation of available child welfare resources 					
4. Details of vulnerable children identified in all the villages under the Block					
Sl. No.	Type of Vulnerability ¹	Sex of child	Age of child	Action taken so far	
5. Details of Outreach Visit by the BCWPC					
		Date of visit	Name of member(s) who visited	Action taken	
Number of Visit to school(s)					
Number of Visit to Health Center(s)					
Number of Visit to Anganwadi Center(s)					
6. Details of Cases facilitated by BCWPC					
Sl. No.	VCWPC to which case belonged	Type of support provided (Referral, Networking, Counselling, Funding, etc)			
1					
7. Funds & Donation received in all the villages under the Block					
Sl. No.	Sources of Fund/ Donation	Amount received	Item received		

Annexure 9: Case File Content

The Member Secretary of the VCWPC is responsible for maintaining the Village Case File.

VCWPCs support documentation and continuity, but statutory ownership of the case file rests with DCPU/CWC/JJB, as mandated under the JJ Act, 2015 and Mission Vatsalya Guidelines.

For each child, following case information is to be maintained.

Sl. No.	Particulars	Details
1	Name of the VCPWC Village	
2	Name of the Block	
3	Name of the District	
4	Name of the State	
5	Case Number	
6	Name of the Member of VCWPC specifically dealing with the case	
7	Name of the child	
8	Sex of the child	
9	Age of the child as per Documentary Evidence)	
10	Address of the child	
11	Name of Parent/Guardian of the child	
12	Present Address and Contact Number of the parent/guardian	
13	Permanent address of the parent/guardian	
14	Whether child suffers from any disability? [Yes/No]	
15	Specify the disability (if applicable)	
16	Pre-production a. Suo motucognizance taken [Yes/No] b. Date and time when information on the child was received by the VCWPC c. Source of Information, with details: (name, address, phone number, e mail)	
17.	Production a) Date and Time of Production b) Produced by: Name Address Phone number E-mail c) Whether child was produced before an individual Member of the VCWPC? Yes/ No d) Name of the CWC Member e) Members present at the time of Production	

18.	<p>Details of CNCP</p> <p>Homeless Abandoned Child Orphan Missing/Run away Child Found Begging Victim of Sexual Abuse Street Child Trafficked Child Child affected by Substance or Drug Abuse Victim of Natural Calamities Victim of Civil Unrest Incapacitated Parents Mentally challenged Physically challenged Child suffering from Terminal Diseases AIDS/HIV infected or affected Child of Prisoners Refugee Child Child of Commercial Sex Worker Any other (Specify) _____</p>	
19.	<p>Offences against the child, if any</p> <p>a) U/s</p> <p>b) FIR registered prior to production [Yes/No]</p> <p>c) Date of FIR</p> <p>d) Police Station</p> <p>e) Sections under which FIR is registered</p> <p>f) Legal aid provided [Yes/No], with complete details of legal aid lawyer</p> <p>g) Counseling provided [Yes/No], with complete details of counselor</p> <p>h) Support person provided for cases under POCSO (name, address, phone number, e-mail)</p> <p>i) Final disposition of the case (Yes/No)</p> <p>j) If case, finally disposed then details of the following</p> <ul style="list-style-type: none"> • Date of Order ____ • Signed by _____ • Type of Order (Tick where appropriate in the following): <p><input type="checkbox"/> If sent to shelter home then Name, Address, phone number and e-mail of the shelter home</p> <p><input type="checkbox"/> If sent to adoption agency then Name, Address, phone number and e-mail</p> <p><input type="checkbox"/> If sent back home then residential Address</p> <p><input type="checkbox"/> If transferred to another CWC then Name, Address, phone number and e-mail</p> <p><input type="checkbox"/> If sent to a children's home until further orders then Name, Address, phone number and email</p> <p><input type="checkbox"/> If placed with a fit person then Name, Address, phone number and e-mail</p> <p><input type="checkbox"/> If placed with a fit institution then Name, Address, phone number and e-mail</p> <p><input type="checkbox"/> If placed with an institution for mentally challenged or any other institute for people with disability then Name, Address, phone number and e-mail</p> <p><input type="checkbox"/> If any other (then specify with Date of Order, Name, Address, phone number and e-mail)</p>	

Annexure 10: Action Taken and Follow-up Register (VCWPC / BCWPC)

1. Purpose of this Register:

This register is to be used by the VCWPC (and reviewed by the BCWPC) to systematically record actions taken and follow-up conducted after identification and referral of a child protection case. It supports continuity, monitoring, and accountability at the community level.

This register does not replace the statutory Individual Case File maintained by the DCPU/CWC/JJB under the Juvenile Justice (Care and Protection of Children) Act, 2015.

2. Confidentiality Note:

Information recorded here must be kept secure and shared only with authorised authorities (DCPU, CWC, JJB, SJPU), as per law.

3. Case Identification Details

- a) Case Reference Number (VCWPC): _____
- b) Date of Case Identification: _____
- c) Village / Panchayat: _____

4. Basic Details of the Child (Record minimum essential details only)

- a) Name of the Child: _____
- b) Age (or Approximate Age): _____
- c) Sex: Male Female Other
- d) Residential Address / Landmark: _____

Note: Copies of age proof or identity documents, if available, may be attached. Originals must not be retained by VCWPC.

5. Nature of Concern Identified (Tick and briefly describe)

- | | |
|---|--|
| <input type="checkbox"/> Neglect | <input type="checkbox"/> Abuse (Physical / Sexual / Emotional) |
| <input type="checkbox"/> Child Labour | <input type="checkbox"/> Child Marriage |
| <input type="checkbox"/> Child in Conflict with Law (CCL) | <input type="checkbox"/> Disability / Health-related vulnerability |
| <input type="checkbox"/> Other (specify): _____ | |

Brief description of concern (facts only):

6. Problems/concerns Identified by VCWPC

- a) Immediate / Short-term Concerns: (e.g., unsafe environment, lack of food, school dropout, medical risk, etc.)

- b) Underlying / Long-term Concerns: (e.g., poverty, parental illness, disability, migration, addiction, etc.)

7. Actions Taken by VCWPC (VCWPC actions must be supportive and facilitative, not investigative)

Immediate Actions Taken: (e.g., ensured safety, informed Childline, contacted DCPU, arranged medical help, etc.)

Referral Made (tick all applicable):

- DCPU
 Childline (1098)
 Police / SJPU
 CWC
 JJB
 Other (specify): _____

Date of Referral: _____

8. Networking and Coordination Details

Agency / Department	Date Contacted	Purpose of Contact	Outcome
DCPU			
Childline (1098)			
SJPU / Police			
Health Facility			
Education Dept / School			
NGO / Other			

9. Follow-up Tracking (Community-level) (Follow-up to be done only as per guidance of CWC/DCPU)

Follow-up Interval	Status of Child	Compliance with Orders	Remarks
15 days			
1 month			
3 months			
6 months			
12 months			

1. Actions Taken After Follow-up (if any) (e.g., further referral, escalation to BCWPC/DCPU, support for rehabilitation)

2. Note: Responsibility and Authentication

- Maintained by: Member Secretary, VCWPC
- Reviewed by: BCWPC (Quarterly)
- Date of Last Review: _____

Signature (Member Secretary, VCWPC): _____

Date: _____

Annexure 11: Child-Friendly Interaction Checklist (for VCWPC / BCWPC)

Purpose of this Checklist: This checklist is intended to guide VCWPC and BCWPC members in safe, respectful, and child-friendly interactions with children who come into contact with the committee. It reflects the principles of best interest of the child, child participation, confidentiality, and do no harm, as recognised under the Juvenile Justice (Care and Protection of Children) Act, 2015 and Mission Vatsalya.

Important Note: VCWPCs and BCWPCs are not investigative bodies. Their role is to listen, reassure, and facilitate referral—not to conduct detailed questioning, determine facts, or establish guilt.

1. Establishing a Safe and Child-Friendly Environment: Creating the right environment is essential to help the child feel safe, respected, and comfortable.

- **Non-intimidating setting:** The interaction should take place in a space that does not resemble a police station, court, or office with authority symbols. Wherever possible, the setting should be informal and welcoming, with child-friendly simple seating, open space, and a calm atmosphere.
- **Physical positioning:** The committee member should sit at the same eye level as the child, without physical barriers such as desks or railings. Body posture should be open and relaxed. For a girl child, interaction should preferably be conducted by a woman member.
- **Privacy with safety:** Conversations should take place away from crowds or onlookers. Only those persons whom the child trusts—such as a parent, guardian, or caregiver—may be present, provided their presence does not cause discomfort or risk to the child.
- **Preparation before interaction:** Committee members should be mentally prepared, understand the purpose of the interaction, and ensure that the child is not made to repeat their story unnecessarily.

2. Communication Protocols: The way committee members communicate can significantly influence the child's emotional safety.

- **Gentle and respectful behaviour:** Use a calm, soft tone and patient listening. Avoid interrupting the child. Facial expressions and body language should convey reassurance and empathy.
- **Non-stigmatizing and simple language:** Speak in words appropriate to the child's age and understanding. Avoid blaming, threatening, moralising, or legalistic language.
- **Tactful and limited questioning:** Only ask what is necessary to understand immediate needs and facilitate referral. Questions should never be probing, repetitive, or suggestive.
- **Right to participation and silence:** The child should be informed that they have the right to express their views freely and also the right not to answer any question they are uncomfortable with.

3. Child-Centred and Rights-Based Approach

- **Adapt to the child's capacities:** Interactions must be suited to the child's age, maturity, disability (if any), language, and emotional state.
- **Choice of location:** Where appropriate and safe, interaction may take place at a location preferred by the child (such as home or school), ensuring the environment does not pose further risk.
- **Information and reassurance:** The child should be told, in simple terms, why the interaction is happening, what support is available, and that their safety and well-being are the priority.
- **Respect for dignity:** At all times, the child's dignity, privacy, and emotional comfort must be protected. The child is informed about the proceedings and is given an opportunity to express his/her opinion.

IMPORTANT

DO

- Listen patiently and believe the child
- Reassure the child that help is available
- Maintain confidentiality
- Refer promptly to authorised agencies

DO NOT

- Do not investigate or interrogate
- Do not promise outcomes you cannot guarantee
- Do not share the child's details publicly
- Do not force the child to speak

Annexure 12: Ethics of Child Safeguarding for VCWPCs and BCWPCs

Purpose: This annexure sets out the ethical standards and behavioural expectations that shall guide all members of Village-level and Block-level Child Welfare and Protection Committees (VCWPCs and BCWPCs), as well as individuals formally associated with their functioning.

These ethical safeguards are intended to prevent harm, misuse of authority, and ethical violations during interactions with children and families, thereby strengthening the statutory child protection system under Mission Vatsalya and the Juvenile Justice (Care and Protection of Children) Act, 2015.

This annexure does not replace statutory reporting procedures. It complements them by defining *how committee members must conduct themselves* while discharging their roles.

1. Principle of Ethical Safeguarding

Child safeguarding, in the context of VCWPCs and BCWPCs, refers to the ethical obligation of committee members to ensure that their conduct, decisions, communication, and actions:

- Do not expose children to further harm
- Do not misuse power or position
- Do not violate dignity, privacy, or rights of the child
- Do not undermine statutory child protection mechanisms

Safeguarding is a preventive ethical framework.

2. Ethical Responsibilities of Committee Members: All members shall adhere to the following ethical responsibilities at all times:

2.1 Best Interest and Dignity of the Child

Members must prioritise the safety, dignity, emotional well-being, and long-term development of the child in every interaction, irrespective of family background, caste, gender, disability, religion, or social status.

2.2 Appropriate Use of Authority

Committee members shall use their position only for child protection purposes. Authority must never be used to:

- Intimidate families
- Enforce informal settlements
- Apply social pressure
- Pursue personal, political, or institutional interests

2.3 Respect for Legal Mandates

Members shall act strictly within the boundaries of:

- Mission Vatsalya Guidelines
- Juvenile Justice Act, 2015
- POCSO Act, 2012 (where applicable)

Committees shall not substitute statutory authorities or delay referrals under the pretext of community resolution.

3. Ethical Conduct During Interaction with Children

3.1 Child-Friendly Engagement: Interactions must be age-appropriate, respectful, non-threatening, and free from judgement. Children must never be forced to speak or repeatedly questioned about distressing experiences.

3.2 Privacy and Confidentiality: Information about children and families must:

- Never be discussed in open meetings
- Never be shared on informal platforms (e.g., WhatsApp groups)
- Only be shared with authorised statutory authorities

3.3 Gender and Sensitivity Considerations: Wherever possible:

- Female children should be interacted with by female members
- Children with disabilities should be supported with appropriate assistance
- Language and tone should be adapted to the child's comfort

4. Ethical Boundaries: What Committees Must NOT Do:

- VCWPCs and BCWPCs shall not conduct criminal investigations or record confessions
- VCWPCs and BCWPCs shall not mediate or “settle” cases of sexual abuse, child marriage, trafficking, or violence
- VCWPCs and BCWPCs shall not record graphic details or detailed statements
- VCWPCs and BCWPCs shall not publicly identify children or families
- VCWPCs and BCWPCs shall not delay mandatory reporting while seeking consensus
- VCWPCs and BCWPCs shall not accept gifts, favours, or inducements related to a case

Any such actions amount to ethical violations and may attract legal consequences.

5. Mandatory Reporting as an Ethical Obligation: While safeguarding focuses on behaviour, mandatory reporting remains a legal duty.

Ethically, committee members must:

- Report serious child protection concerns without delay
- Place child safety above personal relationships or community pressure
- Cooperate fully with Police, SJPU, DCPU, CWC, JJB, and Childline

Failure to report is both an ethical breach and a legal offence under applicable laws.

6. Ethical Accountability and Corrective Action:

If a committee member is found to have:

- Violated confidentiality
- Misused authority
- Acted negligently or unethically
- Obstructed reporting or referral

The matter shall be:

- Recorded formally
- Reported to BCWPC / DCWPC / DCPU, as applicable
- Acted upon in accordance with government rules and administrative procedures

Annexure 13: Village Vulnerability Mapping Format

Purpose and Use:

This format is to be used by the Village Child Welfare and Protection Committee (VCWPC) to periodically map vulnerabilities affecting children within the village. The objective is early identification, prevention, prioritisation, and referral, in alignment with Mission Vatsalya and the Juvenile Justice (Care and Protection of Children) Act, 2015.

This mapping is descriptive and preventive, not investigative. It must not include allegations or names of alleged offenders.

Confidentiality Note:

Individual child identifiers should be recorded only where essential and stored securely. Public disclosure of personal details is prohibited.

A. Basic Village Information

Name of Village	
Gram Panchayat / Ward	
Block	
District	
Date of Mapping	
Prepared by (VCWPC)	

B. Age-wise Distribution of Children (Record approximate numbers based on school, Anganwadi, and community data).

Source(s): Anganwadi records, school registers, household visits

Age Group	Approximate number of children
0–3 years	
3–6 years	
7–12 years	
12–16 years	
16–18 years	

C. Socio-Economic and Care-Related Vulnerabilities

Children from Economically Vulnerable Households	
Number of children from BPL / economically vulnerable families	Details (brief): (e.g., seasonal migration, chronic illness in family, extreme poverty)
Single-Parent or Caregiver-Headed Households	
Number of children	Details (brief) (e.g., widow-headed household, separation, incarceration, abandonment)
Orphaned Children / Children Without Parental Care	
Number of children	Current care arrangement (extended family / guardian / other)

D. Education-Related Vulnerabilities

Out-of-School Children	
Number of children	Reason(s) identified (tick all that apply)
	<input type="checkbox"/> Poverty <input type="checkbox"/> Migration <input type="checkbox"/> Disability <input type="checkbox"/> Domestic responsibilities <input type="checkbox"/> Early marriage <input type="checkbox"/> Other (specify)

E. Health and Disability

Children with Disabilities		
Number of children with disabilities	Type(s) of disability (if known) (Tick all that may apply)	Access to services (Yes/No): (education, health, disability benefits)
	<input type="checkbox"/> Physical <input type="checkbox"/> Intellectual <input type="checkbox"/> Sensory <input type="checkbox"/> Multiple	<input type="checkbox"/> Access to education <input type="checkbox"/> Access to health <input type="checkbox"/> Access to disability benefits

F. Protection-Related Risks

Child Marriage Risk or Incidence: Child marriage is a mandatory reporting category under law and must be immediately reported to the appropriate authority.	
Any child marriage case identified or suspected?	Nature of concern (brief, non-identifying): <i>(planned / attempted / occurred)</i>
<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Are these planned child marriage <input type="checkbox"/> Are these attempted child marriage <input type="checkbox"/> Are these occurred child marriage
Children Engaged in Child Labour	
Number of children	Type of work (general description): <i>(Do not name employers)Note: Cases of child labour require immediate reporting to DCPU/Police under applicable law.</i>

G. Key Observations and Emerging Trends *(e.g., rising dropout among adolescents, seasonal migration risks, substance abuse in families)*

H. Immediate Support or Referral Required (Tick all that may apply)

- DCPU Childline (1098) Education Department Health Services
 Social Welfare Schemes Police / SJPU (where applicable)

I. Follow-up Actions Planned by VCWPC *(Preventive actions, awareness activities, referrals initiated—no case details)*

Important Note of VCWPC Authority

- VCWPCs **do not investigate**, certify facts, or determine guilt.
- Mapping data is used **only for prevention, planning, and referral**.
- All serious protection concerns must be escalated as per SOPs.

Annexure 14: Block-Level Review Format for Assessing Technical Support to VCWPCs

Purpose and Use: This format is to be used by the Block Child Welfare and Protection Committee (BCWPC) to periodically review the functioning of Village Child Welfare and Protection Committees (VCWPCs) within the block. The review focuses on procedural compliance, functional effectiveness, coordination, and support needs, in alignment with Mission Vatsalya and the Juvenile Justice (Care and Protection of Children) Act, 2015.

This review is supportive and corrective, not punitive. Its objective is to identify gaps, provide technical guidance, and strengthen village-level child protection systems.

A. Basic Information

Name of Village	
Name of Gram Panchayat	
Name of Block	
Name of District	
Date of Review	
Period Under Review (Month/Year)	
Reviewed by (BCWPC)	

B. Composition and Governance of VCWPC

1. Committee Composition

- Is the VCWPC constituted as per notified guidelines and approved composition? Yes No
- If *No*, specify gaps (e.g., missing members, inactive child representatives):

2. Tenure and Continuity

- Are there any vacant positions or frequent changes in membership? Yes No
- Details (if any):

C. Meetings and Internal Processes

3. Regularity of Meetings

- Are monthly VCWPC meetings being conducted regularly? Yes No
- If irregular, indicate reasons (e.g., quorum, administrative constraints):

4. Agenda Preparation and Circulation

- Is the agenda prepared and circulated in advance by the Member Secretary? Yes No

5. Quorum Compliance

- Are meetings conducted with the prescribed quorum? Yes No

6. Review of Previous Decisions

- Are minutes of previous meetings reviewed and action taken reports discussed? Yes No

D. Case Handling and Coordination

7. Coordination with DCPU and Statutory Bodies

- Does the VCWPC coordinate effectively with DCPU, Childline, Police/SJPU, and other agencies?
 Yes No
- Examples (if any):

8. Adherence to Reporting and Referral Protocols

- Are cases reported and escalated within prescribed timelines, especially mandatory reporting cases?
 Yes No

E. Capacity Building and Engagement

9. Participation in Training and Orientation

- Have VCWPC members participated in trainings organised by BCWPC/DCPU? Yes No

10. Participation in Awareness and Preventive Activities

- Does the VCWPC actively participate in or conduct community awareness activities? Yes No

F. Planning and Implementation

11. Execution of Action Plans

- Has the VCWPC prepared and implemented its action plan effectively? Fully Partially Not Implemented
- Brief remarks:

G. Challenges and Support Needs

12. Key Difficulties Faced by the VCWPC (*Tick all that apply and elaborate briefly*)

- | | | |
|---|--|---|
| <input type="checkbox"/> Lack of clarity on roles | <input type="checkbox"/> Limited coordination with departments | |
| <input type="checkbox"/> Capacity gaps / training needs | <input type="checkbox"/> Resource constraints | <input type="checkbox"/> Community resistance |
| <input type="checkbox"/> Administrative delays | <input type="checkbox"/> Other (specify) | |

12. Support Required from BCWPC / DCPU

- | | | |
|---|---|--|
| <input type="checkbox"/> Technical guidance | <input type="checkbox"/> Training / refresher orientation | <input type="checkbox"/> Inter-departmental coordination |
| <input type="checkbox"/> Support in complex cases | <input type="checkbox"/> Tools / formats / IEC material | |

H. Observations and Recommendations

- Key Observations

- Specific Recommendations for VCWPC Improvement

I. Follow-up Actions by BCWPC

Action proposed	Responsible authority	Timeline

Signatures

Name: BCWPC Chairperson

Date:

Name: BCWPC Member Secretary

Date:

Annexure 15: Orientation Framework for Local Child Protection Champions

Purpose of this Orientation

Local Child Protection Champions are community members who act as the first line of alert and support for children at risk. They do not replace statutory authorities or committees, nor do they investigate cases. Their role is to notice early warning signs, act safely, and connect the child to the formal child protection system under Mission Vatsalya and the Juvenile Justice (Care and Protection of Children) Act, 2015.

This orientation equips Local Champions with basic knowledge, practical skills, and clear boundaries to perform their role responsibly.

Core Role Framework: The 5 R's - The role of Local Champions is guided by the 5 R Framework, which must be clearly understood and practised:

- Recognise:** Identify early signs of abuse, neglect, exploitation, violence, or vulnerability affecting children in the community.
- Respond Safely:** Offer immediate, non-judgmental support without confrontation, interrogation, or risk-creating actions.
- Report Promptly:** Share concerns with designated authorities such as VCWPC members, Childline (1098), Police/SJPU, or DCPU, especially in mandatory reporting cases.
- Record Basic Facts:** Note only essential, factual information (what was seen or reported, when and where), without interpretation or investigation.
- Refer to Services:** Facilitate connection to appropriate services through authorised systems—never handle cases independently.

Key Domains to be Covered in the Orientation

1. Foundational Understanding of Child Protection: Participants should develop a basic understanding of:

- Different forms of child abuse, neglect, exploitation, and violence
- Vulnerability factors such as poverty, disability, migration, addiction, and social exclusion
- The impact of harm on children's physical, emotional, and developmental well-being

Example: Recognising that repeated school absence may signal child labour, abuse, or neglect.

2. Child Rights and Child-Friendly Communities: Local Champions should understand:

- Children's rights to safety, dignity, education, health, and participation
- The role of families and communities in creating protective environments
- Harmful practices that normalise abuse (e.g., early marriage, corporal punishment)

3. Overview of Mission Vatsalya and Local Protection Structures: The orientation should explain:

- How Mission Vatsalya supports child protection through VCWPCs, BCWPCs, DCPUs, CWCs, and JJBs
- The role of Childline (1098)
- Where Local Champions fit within this system (supportive, not decision-making)

4. Safe Community Engagement & Awareness: Local Champions should be trained to:

- Share accurate information on child rights and reporting mechanisms
- Encourage help-seeking behaviour without creating fear or stigma
- Promote preventive messages during everyday interactions (schools, health visits, community events)

5. Safe Identification, Reporting, and Prevention of Harm: Training must emphasise:

- How to respond calmly and safely when a child discloses abuse
- What not to do (no questioning, no mediation, no promises of secrecy)
- Immediate reporting requirements in cases of sexual abuse, trafficking, child marriage, or severe harm

Example: Calling Childline (1098) or informing a VCWPC member immediately upon learning of a child marriage plan.

Important Boundaries for Local Champions

Local Champions SHALL NOT:

- Conduct investigations or verify cases
- Confront alleged perpetrators
- Attempt mediation or compromise in serious offences
- Publicly disclose case details

Their role is supportive, preventive, and connective, not adjudicatory.

Outcome of the Orientation: After the orientation, Local Champions should be able to:

- Recognise risk early
- Act without causing harm
- Report responsibly and promptly
- Support the formal child protection system effectively

Annexure 16: Local Child Protection Champion Register

Purpose of the Register

This register is maintained to document community members who have voluntarily agreed to act as Local Child Protection Champions under the community-based child protection framework aligned with Mission Vatsalya.

The register helps VCWPCs and BCWPCs identify, coordinate with, and support Local Champions while ensuring role clarity, accountability, and ethical conduct.

Local Champions listed in this register do not exercise statutory authority and do not handle cases independently. Their role is limited to awareness, early identification, safe reporting, and referral through authorised mechanisms.

Register Format							
S. No.	Name of Local Champion	Gender	Contact Details (Phone & Email)	Address / Village	Area(s) of Voluntary Support*	Orientation Completed (Yes/No & Date)	Declaration & Signature
1							
2							
3							

***Guidance for Filling the Register: Area(s) of Voluntary Support may include (tick or specify):**

- Community awareness on child rights
- School outreach / peer support
- Support to children with disabilities
- Prevention of child marriage
- Support in reporting to VCWPC / Childline (1098)
- Any other (specify)

Orientation Completed: Only those Local Champions who have undergone basic orientation should be formally listed.

Declaration (to be signed by the Local Champion)

I understand that my role as a Local Child Protection Champion is voluntary and limited to recognising risks, responding safely, reporting concerns to authorised bodies, recording basic factual information, and referring cases appropriately.

I shall maintain confidentiality, act in the best interest of the child, and refrain from investigation, mediation, or public disclosure of case details.

Signature: _____

Date: _____

Name: _____

Annexure 17: Record keeping checklist

1. Minutes of Meetings
2. Case File
3. Action taken and follow-up register
4. Member's Attendance Register
5. Case Register
6. Awareness Activity Register
7. Accounts Register
8. Visitor's Register
9. Outreach Activity Register
10. Quarterly Reports File
11. Suggestion Box / Complaint Box
12. Village Vulnerability Mapping File

Annexure 18: Resource Directory

1. Emergency & Reporting Hotlines

Sl. No	Resource	Number	Address
1	Child Helpline		
2	District child protection unit		
3	District child protection officer		
4	Local Police station		
5	Health center		
6	Primary health center		
7	District hospital		
8	Special Juvenile Police Units		
9	Police control room		

2. Statutory Bodies & Legal Services

Sl. No	Resource	Number	Address
1	Child Welfare Committees (CWC)		
2	Juvenile Justice Boards (JJB)		
3	District child protection officer		
4	District child protection unit		
5	District legal service authority (DLSA)		

3. Support & Placement Services

Sl. No	Resource	Number	Address
1	District hub for empowerment of women		
2	Child Care Institutions (CCIs)		
3	Shelter homes		
4	Specialized homes		
5	District legal service authority (DLSA)		
	Psychiatric counselors		
	State Adoption Agency (SAA)		

4. Family & Community Resources

Sl. No	Resource	Number	Address
1	Local NGO		
2	NGO working with children		
3	Organisations providing food, medicine, clothing, etc.		
4	Local leaders		
5	Local Resource persons		

Annexure 19: Indicative Annual Action Plan Framework for VCWPCs / BCWPCs

Purpose

This Indicative Annual Action Plan Framework is intended to guide Village-level Child Welfare and Protection Committees (VCWPCs) and Block-level Child Welfare and Protection Committees (BCWPCs) in planning, implementing, and reviewing their child protection–related activities in a structured and systematic manner.

The framework supports alignment with the objectives of Mission Vatsalya and the Juvenile Justice (Care and Protection of Children) Act, 2015, and facilitates regular monitoring, reporting, and coordination with higher-level authorities such as BCWPCs, DCWPCs, and DCPUs.

The action plan framework is illustrative and flexible. Committees may adapt activities based on local needs, available resources, and emerging child protection concerns, while ensuring that actions are documented and reviewed through prescribed meeting and reporting mechanisms.

Sl.N	Objective	Key Activities	Timeline	Expected Output
1	Awareness & Outreach	Conduct community meetings, rallies and campaigns on child rights and safety. Visiting schools and AWC's	Quarterly	100% of village households sensitized.
2	Vulnerability Mapping	Identify and list children at risk (e.g., out-of-school, orphans, or migrant families).	Six monthly	Detailed vulnerability map submitted to BCWPC.
3	Prevention of Harmful Practices	Monitoring and preventing child marriage, child labor, corporal punishment, school dropout, etc.	Year-round	Zero reported cases of child marriage in the ward.
4	Case Reporting & Referral	Maintain records of missing children and or instances of evil practices with children.	Immediate/ as needed	Referral to Child Helpline/ DCPU/ CWC
5	Capacity Building	Training sessions for committee members on Mission Vatsalya and child protection laws	Once in six months or as when required	Trained committee members capable of handling cases.
6	Creating resource pool	Collaborating with civil society, NGO's and resource persons	Year-round	Preparing a resource directory to be used for helping CNCP.

Notes for Use

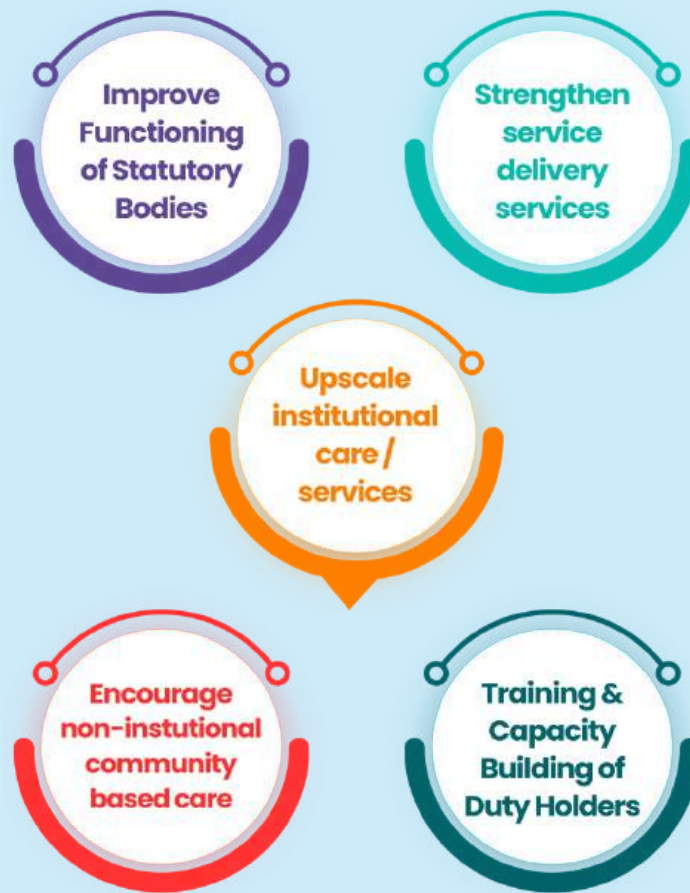
- This framework is illustrative, and VCWPCs / BCWPCs may adapt activities based on local context, capacity, and priorities.
- Progress against the action plan should be reviewed in monthly (VCWPC) and quarterly (BCWPC) meetings and reflected in minutes and reports submitted to higher levels.

MISSION VATSALYA J&K

Aims to

Support and sustain Children in difficult circumstances.
Develop context-based solutions for holistic development of children from varied backgrounds.
Provide scope for encouraging innovative solutions.
Cement convergent action.

Savdhanta Sanrakshnam



This Manual is developed by Mission Vatsalya with the collaboration of National Development Foundation, Jammu, Central University of Jammu & UNICEF India



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