

**Modified Guidelines
for
Child Protection Committees
in
West Bengal**

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ডাঃ শশী পাঁজা

ভারপ্রাপ্ত মন্ত্রী

নারী ও শিশু বিকাশ এবং সমাজ কল্যাণ বিভাগ
পশ্চিমবঙ্গ সরকার
অফিস : বিকাশ ভবন (১০ তলা),
সল্টলেক, কলকাতা - ৭০০ ০৯১
দূরভাষ : ০৩৩ ২৩৩৪ ৫৬৬৬
ফ্যাক্স : ০৩৩ ২৩৩৭ ৩৮৬৯



MESSAGE

Child Protection Committee is a community-based mechanism to ensure best interest of the children and to protect child rights. Constitution of these committees at grass root levels will pave the way for creation of child protection services at the micro level. Our Department is committed to ensuring protection, well being and rehabilitation of all vulnerable children.

Initially, the guidelines for Child Protection Committees were formulated by the Department in 2014 and after that the modified guidelines for the formation and strengthening of Child Protection Committees was in place in 2015. To make the Child Protection Committees more robust and dynamic in respect of strengthening and empowerment of the Committees , the Department was contemplating incorporation of Gram Panchayat Level tier in the village area and Borough Level tier in the urban areas which will ,in turn, add momentum to the District Action Plan to combat trafficking of women and children.

I am happy to inform that our Department is notifying Revised Guidelines for constitution and strengthening of Child Protection Committees at various levels, which will usher a new era in the pursuit of implementation of Child Protection Services. This guideline will definitely spearhead the creation of child safety network to address the issues of Child Vulnerability more cogently.

Sashi Panja

(Dr. Sashi Panja)



Sanghamitra Ghosh, IAS

Principal Secretary,
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FOREWORD

Child Protection Committee is a community-based mechanism to ensure best interest of the children and to protect child rights. Constitution of these committees at grass root levels will pave the way for creation of child protection services at the micro level. Our Department is committed to ensuring protection, well being and rehabilitation of all vulnerable children. This Guideline will definitely facilitate that effort. Revised Guidelines for constitution and strengthening of Child Protection Committees at various levels will put in place child safety network essential to address issues of child protection.

(Sanghamitra Ghosh)
Principal Secretary

Preface

Child Protection Services Scheme (CPS) requires the state to establish, promote and strengthen community-based child protection mechanism that recognizes, promotes, and protects child rights at the grass root level. Child Protection Committee (CPC) is one such community-based child protection mechanisms in the community to safeguard the rights of children and take appropriate measures to prevent and address the issues of child rights violations.

This guideline for Child Protection Committee (CPC) is developed considering the norms and vision of Child Protection Services with the following objectives:

1. Complying with cardinal principles of the best interest of the children and protection of child rights.
2. Building community awareness and consciousness on child rights.
3. Promoting behavioral changes of the parents and community.
4. Monitoring and reporting of child rights violation cases in the community, to respond and if required refer it to the appropriate authorities.
5. To raise awareness in the community about Government programmes and schemes for children.
6. Identify vulnerable children of the community and prepare child protection plan covering each child and sharing it with concerned competent authorities.
7. Facilitating implementation and follow up.

Structure of the Guidelines

1. Introduction to Child Protection committee

- 1.1 Village Level and Gram Panchayat Level Child Protection Committee.
- 1.2 Gram Panchayat Level Child Protection committee
- 1.3 Block and Ward Level Child protection Committee.

2. Composition

- 1.1 Composition of VLCPC AND GPLCPC
- 1.2 Composition of BLCPC AND WLCPC

3. Formation of CPC

- 3.1 Block and Ward Level CPC.
- 3.2 Gram Panchayat and village Level CPC.
4. Role and Responsibilities of Different CPCs.
5. Authority and Limitation of CPC
6. Referral mechanism for CPC
7. Monitoring and Reporting Mechanism
8. Award and Appreciation
9. Training and Capacity Building of CPCs.
10. Code of Conduct and Accountability mechanism.
11. Annexure.

1. Introduction:

The Child Protection Committee is expected to create a safety net and child friendly environment at the grass root level. In 2015 the guidelines for the formation and strengthening of Child Protection Committees in West Bengal at the village and Block/Ward level was published by the Department of Women & Child Development and Social Welfare, Government of West Bengal.

With the passage of time, the need was felt to review the structure and functions of CPC particularly by:

- ❖ Introducing a Gram Panchayat Level committee as an additional tier in between Block Level Child Protection Committee and Village Level Child Protection Committee.
- ❖ Inducting the office bearers of the Self-Help Group federations which are a dedicated women forum committed to social and economic development at the village level.

Objective of Child Protection committee (CPC)

- A) A CPC is a community-based group including duty-bearers, who are primarily responsible for creating and promoting a child friendly and safe community environment wherein children's wellbeing, safety and rights are ensured and protected.
- B) CPCs will be responsible for monitoring, reporting, and responding to the issues of child protection in the community.
- C) The CPCs will also plan and take up innovative activities to raise awareness in the community about the local child protection concerns.
- D) The CPCs will work in close coordination with the District Child Protection Unit and other agencies for activities in the community on child protection issues.
- E) CPCs will refer and report cases to higher level of Protection committees and District child Protection Unit.

Child Protection Committee at various levels:

The CPCs will be at three levels, at the village, Gram Panchayet and block/ ward level. The District Child Protection Unit will coordinate at the district level for child protection concerns. Over all coordination in the state will be done by West Bengal State Child Protection Society.

Level 1. Village Level and Ward level

Village level Child Protection Committees (VLCPC):

The village level Child Protection Committees will be established in each village (Gram Samsad) of state for prevention, reporting, monitoring, protection and responding on the issues of child rights and protection. The VLCPC will be a community-based organization and act as the **first responder in any situation of child vulnerability**.

Ward Level Child Protection Committees in Urban Area (WLCPC): The WLCPCs will be formed in each ward of the municipalities/municipal corporations and will report to DCPU. The purpose of the WLCPC will be to monitor, report, respond, refer, and raise awareness among the community for protection of children under the guidance of DCPU. It will also work with urban local bodies for preparing a child friendly plan and also for its implementation.

Level 2. Gram Panchayat Level/Borough level (For Municipal Corporations)

Gram Panchayat Level Child Protection Committee (GPLCPC): The Gram Panchayat Level Child Protection committees will be established in each Gram Panchayat of the state to collect the information from the Village Level child Protection Committee, analyze the same, identify the actionable points and ensure upward transmission of the information collated to the Block Level Child Protection Committee for required intervention.

Borough Level CPC: will be established in each Borough of Municipal Corporation of the State to collect the information from the ward level CPCs, analyze the same, identify the actionable points and ensure upward transmission of the information collect to the Municipal Corporation level CPCs for required ().

Level 3: Block / Urban Local Bodies (Municipality, Notified area) level

Block Level Child Protection Committees (BLCPC): The BLCPC will support GPLCPC/ VLCPCs in planning, budgeting, implementing activities, capacity building as per the ICPS guidelines in coordination with District Child Protection Unit (DCPU). The BLCPC will also take periodic report from GPLCPCs, review performance, finalize action taken reports for submission to DCPU. The BLCPC will also work as a referral point for GPLCPCs to support them in addressing cases of child protection and child rights violation. BLCPC will also coordinate with all stakeholders at Block Level for immediate and long term strategy.

Urban Local Body Level CPC (ULBCPC): The ULBCPC will support ward level CPC in planning, budgeting & implementing activities, capacity building. The ULBCPC will also take periodic report from WLCPC, review performance, finalize action taken report for submission to DCPU. The ULBCPC will also work as referral point for WLCPCs to support them in addressing cases of child protection and child rights violation.

Composition of Child Protection Committee

A. Composition of the Village Child Protection Committee at Gram Samsad level

SI No	Member	No. of Members	Designation in the VLCPC
1	Elected Gram Panchayat member (s) from that village	1	Chairperson
2	Anganwadi Worker	1	Member Convener
3	ASHA worker	1	Member
4	School Teacher (To be identified by SI of School	1	Member

SI No	Member	No. of Members	Designation in the VLCPC
5	Upa Sangha Members: <ul style="list-style-type: none"> Director of Sangha Samabay from that Upa Sangha Any other member selected by the Upa Sangha 	2	Member
6	Parents (Preferably mother to be identified by local Primary School authority)	2	Member
7	Child Representative (12-18 Years) (Identified by Gram Panchayat in consultation with school teacher)	4(2Boys+2Girls) + 1 other if exists	Member

* Nominated member can remain member for three years and may be renominated for the next term

B. Composition of Gram Panchayat Level Child Protection Committee (GPLCPC)

SI No	Member	No. of Members	Designation in the GPLCPC
1	Pradhan, Gram Panchayat	1	Chairperson
2	Sanchalika, Nari o SishuUnnyanUpa Samity, Gram Panchayat	1	Vice Chairperson
3	ICDS Supervisor	1	Member-Convenor
4	Auxiliary Nurse & Midwifery (ANM)	1	Member
5	School Teacher (to be identified by SI of school)	2	Member
6	Sangha Samabay Representative:	2	Member
7	Executive Assistant or any employee of the GP nominated by Pradhan	1	Member
8	Parents (To be identified by Local High School)	2	Member
9	Child Representative (12-18 Years): To be identified by Gram Panchayat.	4(2Boys+2Girls) + 1 other if exists	Member

C. Composition of Block Level Child Protection Committee (BLCPC)

SI No	Member	No. of Members	Designation in the BLCPC
1	Sabhapati, Panchayat Samity	1	Chairperson
2	Karmadhyaksha, Nari-o-SishuUnnayan, Sthayee Samity	1	Member
3	BDO	1	Vice-Chairperson
4	CDPO	1	Member Convenor
5	BMOH	1	Member
6	BWO or any Officer in charge of BWO	1	Member

SI No	Member	No. of Members	Designation in the BLCPC
7	EOME/ LEOME (To be nominated by BDO)	1	Member
8	Chairpersons of all GPLCPCs	All	Member
9	CWPO, local Police Station	1	Member
10	Representative from DCPU	1	Member
11	PLV (To be Nominated by DLSA)	1	Member
12	Representative of Maha Sangha (if exists)	1	Member
13	Representative from Sangha Sambay	1	Member
14	Reputed NGO/CBO working on Child Protection(If available to be nominated by Chairperson)	2	Member
15	Child line Representative	2	Member
16	Parents (To be nominated by the Chairperson/Vice-Chairperson)	1	Member
17	Two Child members Nominated by BDO in the age group of 12-18 Years	4 (2Boys+2 Girls) + 1 other if exists	Member
18	Superintendent of Government run CCI/ SAA located in that area	1	Member

A. Composition of Ward Level Child Protection Committee (WLCPC)

Sl. No.	Members	No. of Members	Designation in the WLCPC
1	Elected Ward Councillor	1	Chairperson
2	CDPO/Assistant CDPO/Senior Most Supervisor (To be nominated by District Programme Officer, ICDS)	1	Member-Convener
3	Representative of District Child Protection Unit (Nominated by DSWO)	1	Member
4	Anganwadi Worker (s)	All Anganwadi Workers working in the Ward	Members
5	Headmaster of Local school (Nominated by District Education Officer/ DI of School)	1	Member
6	CWPO of local P.S. Nominated by Commissioner of Police)	1	Member
7	DLSA nominee	1	Member
8	Representative of CHILDLINE (Nominated by CHILDLINE)	1	Member

Sl. No.	Members	No. of Members	Designation in the WLCPC
9	Parent's representative (SMC member of school, nominated by Chairperson) Revolving incase of more schools in ward	1	Member
10	Reputed NGO working in Child Protection (as available)(Nominated by Chairperson)	1	Member
11	Child Representative (12-18 yrs) If Children's Group exists, then the Children Group will nominate, otherwise School Teacher of local school will nominate). By rotation in case of more number of schools in ward	4 (2 Boys+2 Girls) + 1 other if exists	Member
12	Representative from Labour Department (To be nominated by DLC/ ALC)	1	Member
13	Co-opted member to be decided by the Chairperson	1	

B. Borough Level CPC (Only for Corporations)

Sl. No.	Members	No. of Members	Designation in Borough Level CPC
1	Borough Chairperson	1	Chairperson
2	CDPO/Assistant CDPO/Senior Most Supervisor (To be nominated by District Programme Officer, ICDS)	1	Member -Convener
3	Representative of District Child Protection Unit(Nominated by DSWO)	1	Member
4	Anganwadi Worker (s)	All Anganwadi workers under the Borough	Member
5	Headmaster of Local school (Nominated by District Education Officer/ DI School)	1	Member
6	Medical Officer / Municipal Health Officer	1	Member
7	CWO of local P.S. Nominated by Commissioner of Police)	1	Member

Sl. No.	Members	No. of Members	Designation in Borough Level CPC
8	DLSA nominee	1	Member
9	Representative of CHILDLINE (Nominated by CHILDLINE)	1	Member
10	Parent's representative (SMC member of school, nominated by Chairperson) Revolving in case of more schools inward	1	Member
11	Reputed NGO working in Child Protection (if available to be nominated by Chairperson)	1	Member
12	Child Representative (12-18 yrs) If Children's Group exists, then the Children Group will nominate, otherwise School Teacher of local school will nominate).	4(2 Boys+2 Girls) + 1 other gender if exists	Member
13	Representatives of DM (Other than Kolkata)	1	Member
14	Representative of Labour Department	1	Member

C. ULB Level CPC

Sl. No.	Suggested Members	WLCPC	Designation
1	Mayor/ Chairperson	1	Chairperson
2	CDPO/ DSWO (For Municipal Corporations other than Kolkata) / DPO (For Kolkata)	1	Member Secretary
3	DPO (For Municipal Corporations other than Kolkata)	1	Member
4	All CDPOs (For Municipal Corporations)	All CDPOs	Member
5	Headmaster of Local school (Nominated by District Education Officer/ DI School)	1	Member
6	Medical Officer /Public Health Officer	1	Member
7	CWO of local P.S. Nominated by Commissioner of Police/ SP)	1	Member
8	DLSA nominee	1	Member
9	Representative of CHILDLINE (Nominated by CHILDLINE)	1	Member

Sl. No.	Suggested Members	WLCPC	Designation
10	Parent's representative (SMC member of school, nominated by Chairperson) Revolving incase of more schools inward	2	Member
11	Reputed NGO working in Child Protection (as available)(Nominated by Chairperson)	2	Member
12	Child Representative (12-18 yrs) If Children's Group exists, then the Children Group will nominate, otherwise School Teacher of local school will nominate).	4 (2 Boys, 2 Girls) + 1 third gender if exists	Member
13	Representatives of DM (Other than Kolkata)	1	Member
14	Labour Inspector (Nominated by District Labour Commissioner)	1	Member
15	Superintendent of Government CCI / SAA located in that area	All	Member

Formation of Child Protection committees

The process of CPCs formation will be initiated by District child Protection Unit. The process will include formation of BLCPC and in urban area the ULB level CPC. After the BLCPC is formed the GPLCPC and VLCPC formation process will be initiated.

Roles and Responsibilities of Child Protection Committees

- The Child Protection Committees at various levels will be responsible for the following:
- Conduct Need assessment in prescribed format for planning.
- Prepare annual plan and allocate budget as a part of Panchayat/ULB planning.
- Identify vulnerable pockets, maintain data of children and adolescents missing due to work, marriage, migration, school dropouts or by any other reason.
- Support referral linkages with Social protection schemes & services, support persons, conduct enquiries and submit reports on complaints received, action taken and preventive activities planned.
- Organize capacity building and orientation on child protection issues in collaboration with district/block/Panchayat administration along with CBOs, NGOs, adolescent groups, and other stakeholders.

- Awareness building initiatives among CPC members, adolescent groups, parents, community members, frontline workers and self–help group members and others.
- Promote children’s participation in CPC meetings, trainings and awareness generation activities.
- Review and support implementation of planned activities within timeline at various levels.
- Report and document good practices for sharing with panchayat/block CPCs and DCPU.

Frequency of Meetings

- BLCPC/ULB level CPC should meet at least once in a quarter as called upon by the Member- Convener.
- GPLCPC & VLCPC and WLCPC and Borough level CPC should meet at least once every month at the venue decided by the Member Convener.
- Emergency meetings may be convened by the Chairperson as and when required.

Notification of Child Protection committees

- Names of the members appointed to this child protection committee should be made public by the competent authority.
- Efforts should be made to display the list of VLCPC/WLCPC member with contact number in prominent places in the locality, so that children and parents can access the members of the committee for reporting.
- The BLCPC information should be made at a public place in Block office with contact numbers to register complaints regarding child protection issues.

Tenure of the Child Protection Committee and Vacancies

- Nominated members can be nominated for three years and if required they can be re nominated.
- A member, at anytime, may resign from the membership or from any positions he/ she holds in the CPC by writing to the Chairperson of the CPC.

The CPC, by resolution of 3/4th of the total members can expel or suspend the member on following grounds:

- Proof of misappropriation or misuse of power given under CPC,
- Proof of involvement in or instigating any kind of neglect, abuse, violence ,or exploitation of children.
- Convicted by any court to flaw.

- d) Incapacitated to perform the duty due to insanity or unsound mind.
- e) The expulsion and suspension of any member will be limited to the authority as designated within the CPC only.
- f) All CPCs will fill the vacancy in maximum one month's time.

Guideline for CPC in Case of Any Legal issues

The VLCPC, GLCPC, WLCPC and BLCPC should make distinction between the incidences of Child Protection. In case of any cognizable offence or the case under purview of any court/judiciary/CWC/JJB, the CPC shall not intervene, organize arbitration or negotiation.

Whom to contact while dealing with different issues in child Protection?

Separate Table Attached. (Annexure-A)

Monitoring Mechanism: Reporting formats for different tiers are attached as annexure. For quality monitoring secondary indicators like School dropout rates, Rate of Child Marriage, Migration, Missing child data etc will be reviewed for future plan of action.

Training of Child Protection Committees/ Members

The Child Protection Committees once constituted shall undergo training/ orientation on Child Rights, on the role & responsibility of CPCs and other matter incidental thereto, which will be organized by West Bengal State Child Protection Society (WBSCPS) or through District Child Protection Unit/Committee directly or in collaboration with local NGOs& training cell of State Government/regional training centre of NIPCCD. The training and orientation should be organized as and when required. The CPCs should be oriented on:

- Child Rights- UNCRC and Constitutional Rights
- Legal frame work and structure of Child Protection
- Identification of vulnerable children
- Mapping exercise
- Planning and Budgeting exercise
- Referral and Follow up Mechanism
- Government schemes and services
- Exposure visits of CPC members
- Code of Conduct.

Child Protection Code of Conduct and Accountability Mechanism

It is important for all the CPC members in contact with children to :

ALWAYS	NEVER
a. Listen and respect children	a. Hit or otherwise physically assault or physically abuse children.
b. Encourage them to raise any concerns	b. Develop physical/sexual relationships with children.
c. Discuss with them about their rights, duties, and evolving challenges	c. Develop relationship with children that could in any way be deemed exploitative or abusive.
d. Respond immediately to ensure protection of children	d. Act in way that may be abusive or may place a child at risk of abuse.
e. Be aware of situations that may present risks for children and be prepared to respond to such situations.	e. Use language, make suggestions, or offer advice, which is inappropriate, offensive, or abusive.
f. Ensure that a sense of accountability exists between members so that poor practice or potentially abusive behavior should be addressed immediately.	f. Behave physically in a manner which is inappropriate or sexually provocative.
g. Act appropriately and effectively in co-operating with any subsequent process of investigation that is guided through the child protection process guided by the principle of “best interest of the child”.	g. Sleep in the same room or bed as a child with whom they are working.
h. Work in partnership with parents/care givers and/ or other professionals to ensure quality protection services for children.	h. Ask children to do things that they can do themselves.
i. Ensure that a culture of openness exist any issues or concerns to be raised or discussed and addressed.	i. Participate in any action which is illegal, unsafe, or abusive to Children.
	j. Act in ways intended to shame, humiliate, belittle , or degrade children, or otherwise perpetrate any form of emotional abuse.
	k. Discriminate against, show differential treatment, or favour children to the exclusion of others.
	l. Take part in or promotes facilitati sex selective abortion, child marriages, corporal punishment, child labour etc.

Annexure

i) Meeting Minute Reports/ Reporting to Authority and Linkage with Higher Level

This is a suggestive format for CPCs to use in documenting the discussions of the meeting. Filling out this information, ensures that there is a record of the meeting and helps CPCs follow up on the points discussed in the meetings. An orientation should be provided to the Member Secretary of the village/ Gram Panchayat/ ward/ block CPCs on how to use and fill out this form.

ii) Protection Risks/Incidents/vulnerability Matrix (for CPCs)

This is a suggested matrix for CPCs to use in documenting individual case and /or overall child protection vulnerabilities in the community. Filling out this information, ensures that there is a record of an incident and helps CPCs work out different ways to address issues. The matrix can also be referred to when following up on cases. An orientation should be given to the Member Secretary of the village/GP/ward/block CPCs to understand how to use and fill out this form.

Annexure – I

Child protection Violation	Block/Municipality or lower Level	DCPU/Other district-level authorities and structure	State
Education Corporal punishment or abuse in school premises q	Head teacher: Circle-level Sub Inspector of School/Primary School	District Inspector of Schools (Primary/ Secondary)	State Child Protection Society
	CHILD LINE-1098	District Child Protection Unit	East Regional Resource Centre, CHILDLINE India Foundation
	Local Police Station	Child Welfare Committee	CID, West Bengal
		SJPU/PoWC	
Health	BMOH,MO PHC ANM, ASHA, AWW,Block Health and Family Welfare Society	CMOH, Dpy. CMOH,MS-Govt. Hospital	Directorate of Health and Family Welfare
	CHILD LINE-1098	District Health and Family Welfare Samiti	State Child Protection Society
	Local Police Station	District Child Protection Unit	East Regional Resource Centre, CHILDLINE India Foundation
	Gram Panchayat	Child Welfare Committee	SCPS
Child Labour	ALCs/DLCs	District Child Labour Task Force	Labour Commissioner
	CHILD LINE-1098	District Child Protection Unit	State Child Protection Society
	Local Police Station	SJPU/PoWC	SCPS
		Child Welfare Committee/DLSA	SLSA
Child Marriage	Local Police Station	DSWO as CMPO	State Child Protection Society
	CHILD LINE-1098	District Child Protection Unit	SLSA
	BDO/SDO	SJPU/PoWC	
		DLSA	

Child protection Violation	Block/Municipality or lower Level	DCPU/Other district-level authorities and structure	State
Child Trafficking	Local Police Station	District Child Protection Unit	State Child Protection Society
	CHILD LINE-1098	SJPU/PoWC	West Bengal Task Force
	BDO/SDO	DLSA	SLSA
		Commissioner/ Superintendent Police	
Children With Foreign Nationality	Local Police Station	District Child Protection Unit	State Child Protection Society
	CHILD LINE-1098	SJPU/PoWC	West Bengal Task Force
		DLSA	SLSA
		Commissioner/ Superintendent Police	
Children in Conflict with Law	Local Police Station	Juvenile Justice Board	State Child Protection Society
	CHILD LINE-1098	SJPU/PoWC	SLSA
		DLSA	
		Commissioner/ Superintendent Police	
Abandoned Child	Local Police Station	DCPU	SCPS/SARA
	CHILD LINE-1098	CWC	
Child Abuse	Local Police Station	DCPU/CWC	SCPS
	CHILD LINE-1098	DLSA	
Rehabilitation of Victims	Gram Panchayat	NRLM/NULM Cell at District/ PBSSD	SCPS/Other line Department

Annexure-II

গ্রাম স্তরে শিশু সুরক্ষা কমিটির সভা :

সভার তারিখ :

সভার স্থান :

উপস্থিত সদস্যগণের স্বাক্ষর

নাম	স্বাক্ষর

আলোচনার বিষয় ১ :- আগের সভার আলোচনার বিষয়

এর আগের _____ তারিখের সভায় যে সিদ্ধান্ত নেওয়া হয়েছিল সেগুলি নিচে দেওয়া হল।

সিদ্ধান্তের বিবরণ	যে কাজ করা হয়েছে

আলোচনার বিষয় ২ :- গ্রামের যেসব এলাকায় শিশুরা বিপন্ন বা বিপন্ন হতে পারে সেই এলাকাগুলি চিহ্নিতকরণ

কোনো কোনো এলাকায় স্কুলছুট শিশু বেশী, বাল্যবিবাহ হয়, শিশুরা অনেকেই কাজের জন্য বাইরে যায় বা শিশু পাচার এর ঘটনা দেখা গেছে, এই সব এলাকাতে শিশুরা বিপন্ন অথবা নিকট ভবিষ্যতে বিপন্ন হতে পারে। গ্রামের মধ্যে নিম্নলিখিত এলাকাগুলিতে বিশেষভাবে নজর দেওয়া দরকার।

বিপন্নতার কারণ	এলাকার নাম
১) অনেক শিশু লেখাপড়া ছেড়ে কাজে যুক্ত	
২) বাল্যবিবাহ বেশী	
৩) সাম্প্রতিককালে অনেক শিশু বাইরে চলে গেছে	
৪) স্কুলছুট শিশু বেশী	
৫) শিশু পাচার হয়েছে	
৬) শিশুরা নির্যাতনের শিকার	
৭) অন্যান্য	

আলোচনার বিষয় ৩:- বিপন্ন পরিবারের চিহ্নিতকরণ

এর আগে এলাকায় _____ গুলি পরিবারকে চিহ্নিত করা হয়েছে। এখন এলাকার নিম্নলিখিত পরিবারগুলিকে চিহ্নিত করা হল যেখানে শিশুরা বিপন্ন।

এলাকার নাম	পরিবারের প্রধান	শিশুর সংখ্যা	বিপন্নতার কারণ	কি করা যেতে পারে

৪) অন্যান্য আলোচনা :-

৫) সিদ্ধান্ত গ্রহণ

আলোচনান্তে নিম্নলিখিত সিদ্ধান্ত নেওয়া হল :-

ক) চিহ্নিত পরিবারগুলিকে শিশু সুরক্ষা কমিটির তরফে নিম্নলিখিত ব্যক্তির যোগাযোগ করবেন ও তাদের প্রয়োজন অনুযায়ী সহায়তার পরিকল্পনা করা হবে।

খ) নিম্নলিখিত পরিবারগুলিকে জরুরী ভিত্তিতে সহায়তা দেওয়া দরকার :- তার জন্য _____ অফিসে জানানো হল।

পরিবারের প্রধান	প্রয়োজন	কি কি সহায়তা দরকার	কোন অফিসে যোগাযোগ করতে হবে

গ) সচেতনতা শিবিরের পরিকল্পনা :-

ঘ) অন্যান্য বিষয় :-

আর কোনো আলোচনা না থাকিলে সকলকে ধন্যবাদ জানিয়ে সভা শেষ হল ।

সভাপতি / সভানেত্রী

Annexure III

Vulnerability Matrix (for documenting individual case and overall Child Protection Vulnerability)

A) Individual Cases

Sl. No.	Date of recording	Area	Name of the HOF	Name(s) of Child	Types of vulnerability	Action taken		Follow up	
						Dt.	Action	Dt.	

B) Overall Child Protection Vulnerabilities

Dt. of receiving	Area	No. of families	Types of vulnerability	No. of children	Action Taken	
					Dt.	Action