

6. Prof. P.M. Hejmadi, ex V.C., Sambalpur University Member
7. Prof. G.B.N.Chaini, ex Professor, Biotechnology, Utkal University Member
8. Er. Sarat Mishra, Chief Engineer (Retired),  
Subject Specialist (Orchids) Member
9. Dr. P. K. Das, Dean, Agriculture Scientist, O.U.A.T. Member
10. Dr. Saujanendra Swain, Sr. Scientist,  
MS Swaminathan Foundation, Jeypore. Member

Every non-official member of the Board shall hold his office for a term of three years from the date of publication of his appointment.

The Board shall be a body corporate by the name aforesaid having perpetual succession and a common seal with power of acquire, hold and dispose of property, both movable and immovable and to contract and shall by the said name sue and sued.

The head of the office of the Odisha Biodiversity Board shall be at Bhubaneswar

There shall be constituted a fund to be called Odisha Biodiversity Fund

As per provisions of Section 23 of the Biological Diversity Act, 2002, the functions of the Odisha Biodiversity Board shall be to—

(a) advise the State Government subject to any guidelines issued by the Central Government on matters relating to conservation of biodiversity, sustainable use of its components and equitable sharing of the benefits arising out of the utilization of biological resources.

(b) regulate by granting of approvals or otherwise requests for commercial utilization or bio-survey and bio-utilization of any biological resource of Indians.

(c) perform such other functions as may be necessary to carry out the provisions of this Act, or as may be prescribed by the State Government.

By order of the Governor

R. K. SHARMA

Principal Secretary to Government

### WOMEN & CHILD DEVELOPMENT DEPARTMENT

#### NOTIFICATION

The 30th October 2012

No. 18594—WCD-CW-MISC-00211/2012-WCD—In compliance to the provisions of the Juvenile Justice (Care and Protection of Children) Act, 2000 [(the Principal Act) along with its amendments in the year 2006 and] in pursuance of the State rules made thereunder, i.e., Odisha Juvenile Justice (Care and Protection of Children) Rules, 2002 (and its amendment in the year 2009), the Child Care Institutions of the State are required to provide an environment that protects the interest and rights of the children under their care.

The institutions are the primary care givers of children in need of protection and care as defined in Section 2(d) of the Juvenile Justice (Care and Protection of Children) Act, 2000. Many of these of institutions are registered under Juvenile Justice (Care and Protection of Children) Act, 2000 and its amendments in the year 2006, while many are in the process of seeking registration. However, irrespective of the above, it is the mandate and duty of each Child Care Institution to follow procedures and safeguard to ensure safety and protection of children as well as their wholesome development. All personnel of such institutions must recognize their responsibility to the future generation and ensure that holistic development of children takes place while they are in the institution. It must be kept in mind that the child has a first right to family and institutionalization should always be as last resort. Thus, Child Care Institutions must provide a home like environment for all children to grow and must ensure that they leave the institutions well rounded, capable and well educated.

In line with the above, the State Government hereby notify the "Operational Guidelines for Child Care Institutions for maintaining standards of care in Child Care Institutions". These will be applicable to institutions that house children in need of care and protection irrespective of their registration status and whether or not they receive Grant-in-Aid from the Government. These guidelines are primarily brought out keeping in focus the children; and in that spirit, provide a framework for all institutions to follow.

The management bodies/agencies of all Child Care Institutions shall ensure that these guidelines are immediately implemented in their institutions. District administration, Child Welfare Committees and Juvenile Justice Boards should ensure compliance of Child Care Institutions in their districts with these guidelines.

## **2. Statutory Requirements :**

Any institution where children are housed must be registered under the Juvenile Justice (Care and Protection of Children) Act, 2000 and in its amendments in the year 2006. This is mandatory irrespective of whether the institution is being funded by the Government or not. This registration is different from the Society/Trust registration. All Child Care Institutions/Homes (including those run and/or funded by trusts, religious groups, charity organizations, NGOs, Societies etc.), special schools for children with disability and residential hostels/schools etc., or any other institution keeping children in need of care and protection as defined in the Juvenile Justice (Care and Protection of Children) Act, 2000 and in its amendments in the year 2006; must be registered under the Juvenile Justice Act.

## **3. Institutionalization as a Last Resort :**

Institutionalization of children should be considered as the last resort as children need a family like environment for their growth and overall development. The department stress on not admitting children with single parents or with extended kinship to institutions. Rather the extended family should leverage benefits from other social protection schemes so that the child can stay in family itself. In no case should the children's home or special schools be promoted as hostels for children whose families are too poor to take care of them, as that is not the purpose of running these institutions.

Where possible, children (especially children representing Scheduled Caste and Scheduled Tribe of single parents) should be enrolled in ashram schools, if eligible; or else in regular schools in their own villages.

Decisions and action regarding rehabilitation of any child in need of care and protection should be done only through the Child Welfare Committee of the concerned district. In case institutionalization is the preferred/only resort available; children should be rehabilitated in institutions from the same

geographical area for limited periods. During this period, the Child Care Institution should prepare individual care plan keeping in mind the best interests of the child and explore a more permanent solution.

#### 4. Standards of Care :

##### 4.1. Physical Infrastructure :

Standards (1)	Norms for Building (2)
<p>There should be separate homes for :</p> <ul style="list-style-type: none"> <li>• Children in the age group of 0—5 years with appropriate facilities for infants.</li> <li>• girls in the age group of 6—10 years</li> <li>• girls above the age of 10 years</li> <li>• boys in the age groups of 11 to 15</li> <li>• boys in the age group of 16 to 18 years</li> <li>• Stay area should be secured at all times with security.</li> <li>• Lady warden/house mothers should be present in the dormitories/residential area of the children at all times.</li> <li>• Toilets and bathing areas should not be open and should have privacy.</li> </ul>	<ul style="list-style-type: none"> <li>• Dormitory: 40 Sq. ft. per child</li> <li>• Bathrooms: at least 1 for 10 children</li> <li>• Latrines: at least 1 for 7 children</li> <li>• Adequate play area, workshop and classroom space.</li> <li>• Safe Drinking Water and Water availability in bathrooms.</li> <li>• Proper cleanliness standards should be maintained for.</li> <li>• Drainage and Garbage disposal</li> <li>• Cleanliness in Kitchen, Bathrooms, etc.</li> <li>• Cross ventilation, fans and lighting.</li> </ul>

##### 4.2. Other Standards of Care :

Sl.No. (1)	Standards (2)	Norms (3)
1	Non-Discrimination	<ul style="list-style-type: none"> <li>• The institution should have a written policy on non-discrimination indicating what procedures will be followed and by whom.</li> <li>• Child-friendly versions of this policy should be displayed.</li> <li>• Children should be made aware of their rights and responsibilities in relation to non-discrimination.</li> </ul>
2	Good health and hygiene practices.	<ul style="list-style-type: none"> <li>• Children's spaces, rooms, bathrooms and other areas should be clean at all times.</li> <li>• Each institution should have sufficient staff for cleaning purposes. Under no circumstances should any of the children be made to clean the bathrooms.</li> <li>• Facilities for children should be separate from staff facilities.</li> </ul>
3	Clothing and Bedding.	<ul style="list-style-type: none"> <li>• Should be independent, comfortable and according to season and age</li> <li>• Should be cleaned regularly</li> </ul>
4	Nutrition	<ul style="list-style-type: none"> <li>• The weekly menu chart should be displayed in the dining room and outside the office.</li> <li>• A balanced diet should be provided 4 times (excluding Midday Meal provided in schools) at regular intervals.</li> </ul>

(1)	(2)	(3)
4	Nutrition	<ul style="list-style-type: none"><li>• Staff should be aware of the nutritional requirements of children at varying ages and stages of development.</li><li>• Special diet should be provided for infants, sick children and during festivals.</li></ul>
5	Medical	<ul style="list-style-type: none"><li>• Each Child Care Institutions should have a fully stocked First Aid Box</li><li>• The institution should have a visiting doctor and nurse</li><li>• All incoming children should be examined medically within 24 hours of arrival.</li><li>• Health record should be maintained for each child</li><li>• Children infected during outbreak of any contagious diseases should be segregated.</li><li>• Immunization of all children should be up-to-date as per the National Immunization Schedule.</li></ul>
6	Education	<ul style="list-style-type: none"><li>• All children of school going age should be sent to the nearest Government run school. This encourages mainstreaming and skill building. In house schooling should be discouraged.</li><li>• The transportation ( if required) to the school should be arranged by the institution.</li><li>• Each child should also be provided with a key caregiver who guides and supervises the child in all matters related to his/her development in accordance with the child's individual educational plan.</li></ul>
7	Vocational Training	<ul style="list-style-type: none"><li>• Life skills training should be provided to all staff and children</li><li>• The Child Care Institutions should provide vocational training to the eligible students in partnership with ITIs., employment mission and other district administration agencies.</li></ul>
8	Counselling	<ul style="list-style-type: none"><li>• All children should have access to a trained counsellor and psychologist</li></ul>
9	Recreation Facilities	<ul style="list-style-type: none"><li>• A weekly recreation plan should be prepared in each and every institution in consultation with the Children's committees.</li><li>• The institution should make arrangements for indoor games, facilities for outdoor games, music, television, picnic and outings, excursions cultural programmes, etc., for the children.</li></ul>
10	Individual Care Plan	<ul style="list-style-type: none"><li>• The Officer-in-charge, counsellor along with the Child Welfare Officer, Case Worker or Social Worker should prepare a care plan for every child in the home.</li><li>• The care plan should be reviewed from time to time for appropriate development and rehabilitation including options for restoration to family/ foster care/adoption and review should not be delayed beyond a year.</li><li>• The focus should be on providing family and community based reintegration programmes.</li><li>• Children should be consulted while determining their care plan</li><li>• Children should be able to receive some individual attention from a staff member on a regular basis and staff should be able to attend to the children's needs beyond those of basic human survival.</li></ul>

(1)	(2)	(3)
11 Record Keeping (related to children)		<ul style="list-style-type: none"> <li>• The Child's case history, file and personal information should be kept confidential with only designated persons having access.</li> <li>• Information about children should not be passed on to other agencies unless absolutely necessary and, where possible, the agreement and understanding of the child should be sought.</li> <li>• Children should have access to their records on request and staff should assist them in understanding the content.</li> </ul>
12 Security		<ul style="list-style-type: none"> <li>• Institutions should have clear guidelines on numbers of staff needed on duty, according to number of children in the institution, which are adhered to. Duty records of all staff especially house mothers should be maintained.</li> <li>• There should be a security compound around the institution and day and night security guards should be employed, especially for the girls and children wings.</li> <li>• Adequate fire fighting arrangements should be done and staff and children should be trained to use the equipment.</li> <li>• Emergency phone numbers should be displayed at a prominent place in the building.</li> <li>• Building inspection should be done every year by the District Inspection Committee.</li> <li>• Punishment like deprivation of sleep, meals, physical torture, solitary confinement, verbal abuse should not be resorted to.</li> <li>• Only visitors authorized by the parents/legal guardian should be allowed to visit the children. The identification of these visitors should be checked prior to meeting the child.</li> </ul>
13 Sufficient trained/ professional staff in the Institution.		<ul style="list-style-type: none"> <li>• Prescribed number of trained staff should be available in the institution. Consideration should be given to the sex of caregivers especially for girls.</li> <li>• Staff education, qualification, experience, character certificate, identity proofs and references of all staff should be checked properly.</li> <li>• Regular training and exposure should be provided to the staff. Each staff should have a personal file in which all records relating to their recruitment, work and training are stored.</li> <li>• Job description of various staff in a Child Care Institution has been provided vide Annexure I.</li> </ul>

## 5. Procedures to be followed for admission and exit of children :

### Admission

### Exit

#### Procedures:

- |   |  |
|---|--|
| <ul style="list-style-type: none"> <li>(1) No children should be admitted to the institution without obtaining the clearance from the Child Welfare Committee.</li> <li>(2) A plan for re-integration of the child shall be drawn up at the time of admission. The plan should be framed in consultation with the guardians/family members and the child himself/herself.</li> <li>(3) Orientation to the institution</li> <li>(4) Medical Check-up within 24 hours</li> <li>(5) Entry of name in admission register and listing of personal belongings in personal belongings register.</li> <li>(6) A photograph should be taken for the case file. Case worker starts investigations.</li> <li>(7) Allotment of accommodation and issue of supplies</li> </ul> | <ul style="list-style-type: none"> <li>(1) An Aftercare Plan should be formed with identified support and assistance, formed in collaboration and consultation with the child and other key stakeholders.</li> <li>(2) The institution should monitor the passouts progress for a minimum period of 2 years.</li> <li>(3) The institution should ensure that all children leaving the institution should have a valid identity card and a Savings Bank Account.</li> <li>(4) Handover the personal belongings of the child received at the time of admission.</li> </ul> |
|---|--|

#### Care and Services :

- (1) Initial rapport building
- (2) Familiarity with the institution, staff and other inmates.
- (3) Welcome Ceremony
- (4) Counselling
- (5) Peer group interaction

## 6. Grievance Redressal :

The Management Committee of Child Care Institution shall set up a grievance redressal mechanism in every institution. A Children's Response Box shall be installed in every institution at a place easily accessible to children away from the office set up and closer to the rooms or dormitories.

The Children's Response Box, whose key shall remain in the custody of the Child Welfare Committee/District Inspection Committee, shall be checked every week by the representative from the District Inspection Committee, in the presence of the members of the Children's Committees.

A Children's Suggestion Book shall be maintained in every institution where the complaints/ideas/suggestions received from children will be recorded along with the action taken by the Management Committee. Such action and follow up shall be communicated to the Children's Committees and District Child Welfare Committee on a monthly basis.

The children should also be provided with pre-stamped inland letters (at least 50 per institution) pre-addressed to the Collector for sending their grievances. These inland letters should be kept in the dormitories of the Institutions and be available at all times to the children.

**7. Inspection and Mointoring :**

A number of stakeholders have significant role in monitoring standards of care in Child Care Institutions—

Sl. No.	Level	Agency	Roles	Periodicity
(1)	(2)	(3)	(4)	(5)
1	District	Child Welfare Committees, District level Inspection Committees and other authorized agencies.	Oversee the conditions in the institutions including safety standards.  Review the standards of care and protection, look out for any incidence of violation of child rights. Look into the functioning of the management Committee and Children's Committee.	Once every 2 months
2	City/Town/Block	Block and Extension Officers, Public Spirited Citizens, Retired Government Officers, Authorized Voluntary Organizations.	Visit institutions regularly on a voluntary basis and interact with the children so that any shortcomings in the care of children can be addressed by the district administration.	Regular basis
3	Institution	Officer in-charge  Management Committee	Address day to day issues and oversee daily routine, quality of food, education, safety, etc.  Management of the institution and monitoring the progress of every child as per the individual care plans.	Daily  Every Month
4	Children	Children's Committees (viz. 6—10 years, 11—15 years and 16—18 years)  Through suggestion box in Institutions/and Inland Letters addressed to Women and Child Development Department.	<ul style="list-style-type: none"> <li>• reporting abuse and exploitation by peers and caregivers;</li> <li>• creative expression of their views through wall papers, newsletters, paintings, music and theatre;</li> <li>• Contribute through ideas, suggestions and complaints towards the improvement of the condition of the institution.</li> </ul>	Every Month  As and when grievance arises

### 8. Reporting Protocol :

The Child Care Institutions should provide the following reports on a periodic basis to the stakeholders mentioned below:—

Sl.No. (1)	Report (2)	Submitted to (3)	Periodicity (4)
1	Monthly information about the institution.	Displayed in the Child Care Institutions display board.	By 1st of every month.
2	Monthly report (as per format provided in Annexure II).	District Child Protection Society.	5th of every month.
3	Annual Pass out Information ( as per format provided in Annexure III).	District Child Protection Society and Women and Child Development Department.	1st of June every year.

### 9. Code of Conduct and Protection Protocol :

On the basis of these guidelines, each institution' has to develop a child protection protocol (a sample template has been provided vide Annexure IV) which should include the code of conduct, reporting line in case of violation of child rights and appropriate measures to be taken against any person committing offence against children in the form of violence, discrimination and abuse.

The primary objective of the protocol is to provide a safe and secure environment for all children residing in the institution. The protocol should be provided with a set of rules and regulations that has to be followed by adults associated with children in different capacities. It should also have provision for disciplinary action against offenders/violators.

As a part of protection protocol, each institution has to designate one of its staff members, preferably a lady as the designated Child Protection Staff. Another lady staff member has to be appointed as the Lady Warden in institutions having girl inmates. Similarly during travel of inmates, the institutions need to ensure that a lady escort is provided for girls. Institutions also need to ensure that right of privacy of each and every child is protected.

#### Roles & Responsibilities of a Designated Child Protection Staff Member :

1. Ensure that all stakeholders associated with the institution are aware of the child protection policy.
2. Ensure sensitization of all staff on child protection issues
3. Maintain effective working relationships with other agencies and services
4. Take decisions on action required for specific concerns at the institutional level
5. Liaise with appropriate authorities for suspected cases of abuse
6. Ensure that individual records are secure and confidential
7. Identify and monitor children at risk at the institutional level
8. Provide guidance to parents, children and staff about obtaining suitable support

**9.1. Display Board :**

All institutions have to maintain an Information Board that has contact number and address details of all concerned authorities. The information that has to be displayed on the main wall, at a prominent place of each institution has been provided on the next page.

The Oath and Code of Conduct should be signed by each staff member and shall be displayed on the Notice Board of institution.

**Display Board: Oath, Code of Conduct and Emergency Contact Numbers :**

Name of the Institution:

Address for Correspondence:

Designated Child Protection Staff Member:

Contact Details:

**Oath :  
We**

(Organisation/Hostel/Residential School/Trust) recognize children as right holders and treat each and every child equally irrespective of gender, social status, ethnicity, religion and language. We shall follow the code of conduct relating to children in our institution.

**Signature of the Head of the Institution and Other Staff Members.**

**Name, Designation, Contact Numbers:**

- (1) Collector
- (2) Sub-Collector
- (3) Superintendent of Police
- (4) District Social Welfare Officer
- (5) Child Development Project Officer
- (6) Block Development Officer
- (7) Tahsildar
- (8) Incharge of local police station
- (9) Chairperson, Child Welfare Committee
- (10) Principal Magistrate, Juvenile Justice Board
- (11) Officer-in-Charge, Mahila Sishu Desk
- (12) District Child Protection Officer
- (13) State Commission for Protection of Child Rights.

**Code of Conduct for Staff [teaching and non teaching]:**

- Should not abuse any child physically, mentally or sexually.
- Should never use language, make suggestions or offer advice which is inappropriate, offensive or abusive.
- Should not behave physically in a manner that is inappropriate or sexually provocative.
- Should not employ a child in homes or at workplace.
- Should not act in ways intended to shame, humiliate, degrade children, or otherwise.
- All children must be treated equally
- Should not keep any child at home on the ground of taking care of that child.
- Should not talk to any child confining him/her in a closed room or lonely place. Always talk to a child in open space.
- Should not take alcohol/drugs in front of the child.
- Should not impose 'Threat' and show appearance of 'Fear' through eye contact and take the assistance of canes, etc.
- Under any circumstance, there should not be any punishment for children.
- Should not show irritating attitude to children
- Encourage the creativity quality of children and give respect to their behavior.
- During travel of inmates, the institution will ensure that a lady escort is provided for girls.
- A lady staff member will be appointed as the Lady Warden in institutions having girl inmates.

**Signature of the Head of the Institution and Other Staff Members**

## **9.2. Monitoring and follow-up of various forms of Abuse, Discrimination and Violence :**

Child abuse is the physical, sexual or emotional mistreatment or neglect of a child or children. Child abuse can be further categorized into physical injury, neglect, sexual abuse and emotional abuse. If anyone in the institution or the monitoring agencies comes across a case of abuse, they should immediately inform the Designated Child Protection Staff Member of the Institution, District Child Protection Officer and the Child Welfare Committee at the earliest. A member of the staff should be concerned if a child:—

- has an injury which is not typical of the bumps and scrapes normally associated with children's activities.
- frequently/regularly has unexplained injuries
- offers conflicting and confused explanations about source/cause of injuries
- exhibits significant changes in behaviour, performance and attitude
- indulges in behaviour which is inappropriate for his/her age

Any member of the staff or children can act as a whistleblower and bring this to the notice of the Child Welfare Committee or District Inspection Committee. A list of various signs, symptoms and indicators of abuse has been provided vide Annexure V. The following procedure needs to be followed at different stages:—

### **9.2.1. Reporting Abuse :**

Any member of staff may raise minor concerns about a child with the designated Child Protection Staff Member or the Hostel Supervisor and these concerns should be recorded. Such concerns should be brought to the attention of the Head Teacher/Management Committee/Warden.

The information should be recorded in a clear, precise and factual manner on the same day. The Designated Child Protection Staff Member must inform the next referral point (Child Welfare Committee/Juvenile Justice Board/State Commission for Protection of Child Rights or District Child Protection Society) for the case. The Child Welfare Committee and local Childline should be intimated within 24 hours in writing (or through a telephone call in case of emergencies).

Particular attention should be paid to safeguard the privacy of the child who has been identified as 'at risk'. The designated Child Protection Staff Member/Child Welfare Committee should track the condition of the child 'at risk' for at least one year.

### **9.2.2. Dealing with a disclosure :**

If a child discloses that he or she has been abused in some way, the member of the staff should—

- listen to what is being said without displaying shock or disbelief
- accept what is being said
- allow the child to talk freely
- reassure the child without making promises
- not promise confidentiality as it may be necessary to pass on the information for mobilizing action.
- reassure the child that what has happened is not their fault
- stress that it was right on his/her behalf to inform
- listen, rather than ask direct questions
- not criticise the perpetrator
- explain the procedure to be followed to address the issue

**9.2.3. Record Keeping :**

When a child has made a disclosure, the member of the staff should:—

- make brief notes as soon as possible after the conversation
- record the date, time, place and any noticeable non-verbal behavior and the words used by the student/inmate
- draw a diagram to indicate the position of bruising/injury, if any
- record statement and observations rather than interpretations or assumptions.

**9.2.4. Allegations involving staff :**

If a child or a parent/guardian/relatives/custodian makes a complaint against a member of the staff, the person/Management Committee receiving the complaint must take it seriously and immediately inform the Child Welfare Committee. A record of the concerns must be made, including a note of witnesses. If the Designated Child Protection Staff Member is the subject of the allegation, the matter should be directly referred to the Child Welfare Committee. An internal enquiry has to be conducted and the whistle blower should be provided immunity from any retribution or disciplinary action.

This shall come into force with immediate effect.

ARTI AHUJA

Commissioner-cum-Secretary to Government

ANNEXURE I

**TERMS OF REFERENCE FOR STAFF OF CHILD CARE INSTITUTIONS**

Sl.No.	Staff	Roles & Responsibilities
(1)	(2)	(3)
1	Superintendent/Officer-in-charge/Institution Director	<ul style="list-style-type: none"> <li>• Management of the Institution</li> <li>• Receive children from CWCs and provide regular updates to the CWC &amp; DCPS on the progress of each child in the CCI.</li> <li>• Establish linkages with other agencies for providing various support services to children like vocational training, exposure visits, etc.</li> <li>• Stay within the institution or ensure that any other senior member of the staff stays in the premises of the CCI.</li> <li>• Ensure standards of care are maintained in the institution</li> <li>• Pass on the issues at the institutional level during the Management Committee meetings.</li> <li>• Monitor and track abuse at the institutional level</li> <li>• Ensure training and capacity development of various staff of the institution.</li> </ul>

(1)	(2)	(3)
2	Probation Officer/Designated Child Welfare Staff Member	<ul style="list-style-type: none"> <li>• Conduct case enquiries</li> <li>• Prepare individual care and rehabilitation plan for each child.</li> <li>• Ensure that all stakeholders associated with the institution are aware of the child protection policy.</li> <li>• Ensure sensitisation of all staff on child protection issues</li> <li>• Maintain effective working relationships with other agencies and services.</li> <li>• Take decisions on action required for specific concerns at the institutional level.</li> <li>• Liaise with appropriate authorities for suspected cases of abuse.</li> <li>• Maintain individual records and ensure that these records are secure and confidential.</li> <li>• Identify and monitor children at risk at the institutional level</li> <li>• Provide guidance to parents, children and staff about obtaining suitable support.</li> </ul>
3	House Mother/House Father	<ul style="list-style-type: none"> <li>• Ensure that the dormitories, play areas, activity rooms, etc. are clean well ventilated.</li> <li>• Keep an eye on the activities of various staff and children</li> <li>• Accompany the children on various outings</li> <li>• Supervise the daily routine of the children</li> <li>• Try to provide a secure environment for the children</li> <li>• Enforce discipline amongst the children</li> <li>• Take care of sick children</li> <li>• Monitor the quality of food served to the children everyday</li> <li>• Listen to the problems of the children and provide support.</li> </ul>
4	Primary Teacher ( Part Time)	<ul style="list-style-type: none"> <li>• Provide preliminary education to children eligible to go to a play school.</li> <li>• Provide supplementary coaching to children going to normal schools.</li> </ul>
5	Doctor ( Part Time)	<ul style="list-style-type: none"> <li>• Attend to sick children</li> <li>• Maintain medical records of each child in the institution</li> <li>• Conduct a thorough medical examination within 24 hours of admission of a child.</li> <li>• Refer the child to a medical facility as and when required.</li> </ul>
6	Para-medical Staff	<ul style="list-style-type: none"> <li>• Provide first aid and other medical aid like administration of medication as per doctors orders, etc.</li> </ul>
7	Storekeeper-cum-Accountant	<ul style="list-style-type: none"> <li>• Maintain the accounts of the institution</li> <li>• Prepare proposals for GIA from the department and other agencies</li> <li>• Prepare and send Utilisation Certificates to donors</li> <li>• Procure and maintain stock of various items required in the institution.</li> <li>• Institutions maintenance and upkeep</li> </ul>

(1)	(2)	(3)
8	Art & Craft-cum-Music Teacher	<ul style="list-style-type: none"> <li>• Provide music, art and craft training to children</li> <li>• Encourage children to pursue their interests and participate in extracurricular activities in school.</li> </ul>
9	PT Instructor-cum-Yoga Trainer	<ul style="list-style-type: none"> <li>• Provide physical education training to children</li> <li>• Support children to participate in various events at the district, block, and city/village level.</li> </ul>
10	Driver	<ul style="list-style-type: none"> <li>• Transport the children to the school and back ( if school is at a distance).</li> <li>• Drive the institutions vehicle for official meetings, children's outings, etc.</li> <li>• Ensure safety of children during driving.</li> </ul>
11	Cook	<ul style="list-style-type: none"> <li>• Ensure timely and hygienic meals for the children (4 times a day) as per the planned menu.</li> <li>• Ensure quality of food by purchasing good quality locally available items.</li> <li>• Provide specials meals on holidays, festivals, and for sick children.</li> </ul>
12	Helper	<ul style="list-style-type: none"> <li>• Provide support to the cook in maintaining timeliness and quality of meals being cooked for children.</li> <li>• Clean the cooking utensils and the kitchen post every round of cooking.</li> </ul>
13	Sweeper	<ul style="list-style-type: none"> <li>• Clean the bathrooms, dormitories, common spaces, etc. on a regular basis.</li> <li>• Ensure proper drainage of waste water and garbage disposal.</li> </ul>
14	Gardener	<ul style="list-style-type: none"> <li>• Maintain the gardens, flower and vegetable patches in the institution.</li> <li>• Teach the children the basics of gardening .</li> </ul>

## ANNEXURE II

## MONTHLY REPORTING FORMAT FOR CHILD CARE INSTITUTION

## 1. Summary Sheet

Part A Reporting Details:  
 Reporting Period:  
 Date of reporting:  
 Reported by:

Part B Basic Information about the Institution  
 Name:  
 Address:  
 Registration status under JJ Act:  
 Name of the Contact person:  
 Contact details of the contact person:

Part C	Information about Children No. of children enrolled (as on last reporting period): New admissions: Children moved out of the institution: Total enrolment this month:	Boys	Girls	Total
Part D	Average length of stay as on last day of the month (to be filled by open shelters/Sheiter homes) (a) Less than 1 month (b) Less than 4 months (c) Between 4 months—1 year (d) More than 1 year	Girls	Boys	Total
Part E	Educational Details (a) Primary (b) Std. 9—10 (c) 10+2 (d) +3 years	Girls	Boys	Total

## 2. Enrolment details

Details	Age completed in years										Total (A)+(B)	REMARKS
	Girls (A)					Boys (B)						
No. of children reported last month (A)	0—3 years	3—5 years	6—14 years	15—18 years	>18 years	0—3 years	3—5 years	6—14 years	15—18 years	>18 years		
New admissions												
a. Referred by CWC												
b. Referred by Community												
c. Reached by individual												
Total of 2(a) to 2(c)= B												
Children who moved out during the month												
a. Restored with family												
b. Referred for Non-institutional Child care												
c. Others (Moved to another Children home/ death, etc.)												
Total of 3 (a) to (c)—C												
Total no. of children in the month (A+B—C)												



4. Case Study/Good practices (Attach additional sheets, if required)

5. Photographs

6. News Clippings

ANNEXURE III

**FORMAT FOR SENDING ANNUAL PASS OUT INFORMATION**

1. Name of the Child Care Institution :

2. Address :

3. Contact Person :

4. Contact Details :

5. Registration Number :

6. Pass out Information :

(A) Children who have left the organisation during the financial year 20.....

Sl. No.	Name	Gender	Date of birth	Age as on 31st March 20....	Educational qualification	Current status
(1)	(2)	(3)	(4)	(5)	(6)	(7)

(B) Children who will pass out from the organisation as on the 31st March 20.....

Sl. No.	Name	Gender	Date of birth	Age as on 31st March 20.....	Educational qualification	Current status
(1)	(2)	(3)	(4)	(5)	(6)	(7)

TEMPLATE FOR CHILD PROTECTION PROTOCOL

1. Name of the Institution :
2. Address for Correspondence :
3. Designated Child Protection Staff Member :
4. Contact Details :
5. Introduction :
  - (a) Objective of the Protocol
  - (b) Oath
  - (c) Components of the Protocol
6. Statutory Framework :
  - (a) UNCRC
  - (b) Juvenile Justice ( C & P ) Act, 2006
  - (c) Other Relevant Acts like Child Marriage Act, Right to Free and Compulsory Education Act, Child Labour Prevention & Prohibition Act, Immoral Trafficking Act, etc.
7. Values, Principles & Beliefs—Guiding Principles for Child Protection
8. Protocol for identifying and handling abuse :
  - (a) Monitoring mechanism
  - (b) Reporting mechanism—
    - (i) Roles & responsibilities of the Designated Child Protection Staff Member
    - (ii) Roles & responsibilities of other authorities at the district level like CWC, DCPS, SJPU, etc.
  - (c) Record Keeping
  - (d) Safeguarding the child at risk
9. Code of Conduct for all staff

**SIGNS, SYMPTOMS AND INDICATORS OF ABUSE****I. Physical Abuse****Physical Indicators**

Unexplained bruises, welts, lacerations or abrasions:

- On the face, lips or mouth
- On the torso, back, buttocks, thighs
- In varying stages of healing
- In Clusters/ Regular patterns
- Belt/Buckle Marks
- Bite or fingernail marks
- Is absent without a reasonable explanation
- Unexplained burns: cigarette burns, immersion burns, patterns like that of iron, rope burns, etc.
- Unexplained fractures: skull, nose, face or multiple fractures in varying stages of healing

**Behavioural Indicators**

- Flinching on being touched
- Reluctance to change or participate in Physical Education
- Wary of adult contact
- Crying or irritable
- Frightened of parents/warden/seniors, etc.
- Not wanting to return to the institution/school
- Rebellion
- Apathy, Depression and estranged from peers

**II. Neglect****Physical Indicators**

- Consistently Hungry
- Poor Hygiene
- Consistent lack of supervision
- Unattended physical problems or medical needs
- Abandonment
- Inappropriate Dress

**Behavioural Indicators**

- Stealing food
- Begging
- Constant fatigue
- Frequent delays in collecting children from school
- Poor relations with parents or guardians

### III. Sexual Abuse

#### Physical Indicators

- Difficulty in sitting down or walking
- Pain or itching in private parts
- Excessive crying
- Bleeding or general illness

#### Behavioural Indicators

- Inappropriate sexual behaviour or knowledge as per child's age
- Sudden behavioural changes
- Wary of Adults/Lack of Trust
- Running away from home
- Unusual avoidance of touch
- Eating disorders
- Emotional withdrawal
- Poor relationship with peers
- Avoiding medical checkups or consultation with doctors
- Soiling of clothes
- Substance abuse
- Frequent absenteeism

### IV. Emotional

#### Physical Indicators

- Unable to meet developmental milestones
- Delays in physical development

#### Behavioural Indicators

- Sucking, Biting, Rocking
- Destructive or antisocial behaviour
- Sleeping problems
- Unwilling to play
- Compliant, passive, aggressive, demanding
- Impairment of intellectual, emotional, social and behavioural development
- Inappropriate adult or infant behaviour

### WORKS DEPARTMENT

#### NOTIFICATION

The 8th November 2012

No. 10876—FEII(P)-74/2011-Pt.-W.—Government have been pleased to bodily shift the defunct NH Section, Balichandrapur of Kendrapara NH Subdivision under Expressway Division, Kendrapara to Athagarh (R. & B.) Subdivision as Athagarh (R. & B.) Section No. II under Charbatia (R. & B.) Division in the interest of Government works with immediate effect.

By order of the Governor

S. K. RAY

EIC-cum-Secretary to Government