### Draft Resource Manual

### for

### Open Shelters

(for Children in need in urban & semi-urban areas)



# STATE CHILD PROTECTION SOCIETY, DELHI

Implementing Integrated Child Protection Scheme in the State (Registered under Societies Registration Act, XXI of 1860)

# Department of Women & Child Development

Government of National Capital Territory of Delhi 1 Canning Lane, Kasturba Gandhi Marg, New Delhi – 110 001

#### **OPEN SHELTERS**

A Programme under Integrated Child

Protection Scheme for children in need in
urban and semi-urban areas to provide care,
support and rehabilitation for their holistic
development



"There is a garden in every childhood, an enchanted place where colours are brighter, the air softer, and the morning more fragrant than ever again.

Let us not let the colours, fragrance and innocence of this beautiful garden fade away. Little bit of love, compassion and care is needed to make the garden bloom with happiness, joy and enthusiasm"

#### Integrated Child Protection Scheme

The Integrated Child Protection Scheme, an initiative of Ministry of Women & Child Development, Government of India was launched in the year 2009. The purpose of the scheme is to create systems that will efficiently and effectively protect children. It is based on the cardinal principles of "Protection of child rights" and "Best interest of the child".

The core objective of the Integrated Child Protection Scheme is "to contribute to

the improvements in the well being of children in difficult circumstances, as well as to the reduction of vulnerabilities to situations and actions that lead to abuse, neglect, exploitation, abandonment and separation of children".

The Government of National Capital Territory of Delhi entered into a Memorandum of Understanding and joined hands with the Government of India in its national campaign to strengthen the Child Protection System by implementing the Integrated Child Protection Scheme in the State. The Department of Women & Child Development, GNCTD being the nodal Department facilitated in the formation of the State Child Protection Society, Delhi which was registered on the 5<sup>th</sup> day of August in the year 2010. The implementation of the various components of the scheme has gained a fill up in the State by setting up of service delivery structures which have made a progressive distinction in the standards of institutional care and in augmenting the noninstitutional services.

### A Programme of Open Shelters for children in need in urban and semi urban areas

The large numbers of homeless children, pavement dwellers, street and working children and child beggars, left on their own and in need of care and support, is an urban phenomena of great concern. 29% of India's population resides in urban areas, half of which

live in conditions of extreme deprivation compounded by lack of shelter and access to basic services like sanitation, safe drinking water, education, health care, recreational facilities, etc. The urban population is also expanding rapidly because of intense ruralurban migration, swelling cities and towns, further compromising the ability of civic authorities to meet people's basic needs. A large proportion of the migrant population ends up residing in inhuman conditions in slums, squatter colonies, railway platforms, pavements, bus stops, tourist spots, etc. As a result, urban poverty and hunger are increasing.

In this situation, children suffer the most. A vast majority of them, with or without traffic parental support, at end up intersections, railway stations, streets, sabzi mandi (vegetable market), etc. They can be seen begging for alms, wiping automobile windscreens, rag picking, vending wares and may also be involved in petty thefts, drug peddling or controlled by a begging or stealing mafia. Many of these children also peddle sex for survival. These children are very often victims of adult abuse of all kinds: physical, sexual. emotional well economic as exploitation.

An inhuman and violent life condition turns many of these children into law offenders, criminals, drug abusers and exploiters themselves. If continued to be neglected, not only are human lives and capital

wasted, but such children also become a huge drain on society. Mainstreaming these children is a big challenge, compounded by the fact that they have no parental care and support. It becomes the responsibility of the State to meet their special needs. The State must create a flexible mechanism, which will meet the unique needs of these children, harness their talent and potential, thus giving them the opportunity to become productive citizen.

In order to provide for the growing needs of these children, the ICPS facilitates for setting up of Open Shelters particularly in urban areas. Such centres shall provide a space for children where they can play, use their time productively and engage themselves in creative activities through music, dance, drama, yoga & meditation, computers, indoor and outdoor games, etc. These activities would encourage meaningful peer group participation interaction. This will ensure their overall growth and development, and keep them away from socially deviant behaviours in addition to fulfilling their basic requirements for food, nutrition and health. These shelters shall also have provisions for health care, quality and flexi-time education and vocational training, including provisions where children can safely keep their belongings and earnings. Counseling quidance and life skill education shall also be provided for channeling these children's energy into productive endeavours.

The **objective** of such a service is to provide an opportunity for the increasing number of vulnerable children in urban areas to be protected from abuse and neglect on the street and provide them access to alternatives. In the long term, these children would be weaned away from street life and enabled to lead a dignified and productive life.

Financial assistance is provided through the State Government/UT Administration to voluntary organizations for establishing such Open Shelters as per the detailed guidelines prescribed under the Scheme. In case a State/UT is unable to find suitable voluntary organizations to run these Open Shelters, the State Governments/ UT Administrations shall run these centres from the funds available.

#### **Guidelines for Open Shelters**

### **Target group**

Open Shelters in urban and semi-urban areas cater to all children in need of care and protection particularly beggars, street and working children, rag pickers, small vendors, street performers, orphaned, deserted. trafficked and run-away children, children of migrant population and any other vulnerable group of children. The scheme essentially targets the homeless and street children ensuring protection of their rights and mainstreaming in the society by creating accessibility of developmental services to them.

These children may be those living away from the families or in extreme deprivation in the families which compels them to work and support themselves, dwelling on the pavements, street working or found into begging, neglected or may need protection.

### **Objectives**

These Open Shelters, run by either NGOs or State Governments/UTs, are not meant to provide permanent residential facilities for children but will complement the existing institutional care facilities. The objectives of these Open Shelters include:

- i) To attract above-mentioned target group of children from their present vulnerable life situation to a safe environment.
- ii) To wean these children away from the vulnerable situations by sustained interventions.
- iii) To guide these children away from high risk and socially deviant behaviours.
- iv) To provide opportunities for education and develop their potential and talent.
- v) To enhance life-skills and reduce their vulnerabilities to exploitation.
- vi) To reintegrate these children into families, alternative care and community.
- vii) To carryout out regular follow up to ensure that children do not return to vulnerable situations.

### **Programmes and activities**

- i) Identify such children within the geographical area/location of the Open Shelters.
- ii) Use innovative child friendly approaches and outreach activities to make contact with them.
- iii) Organizations establishing such Open Shelters could supplement their services through Contact Locations that could be established on railway platforms, crowded market areas, tourist destinations, bus stands, etc.
- iv) Contact Locations can be established by organizations running the 24-hour Open Shelters or their partners.
- v) Use techniques like music, drama, story-telling, outings and other child friendly methodologies to attract and sustain the interest of the children.
- vi) Once children start participating, these Open Shelters should introduce age-appropriate education, access to vocational training, recreation, bridge education, linkages to the National Open School Programme (NOSP), health care, counseling, etc.
- vii) In order to provide useful vocational training to children, every Open Shelter should tie up with NGOs and ITIs to either provide vocational training facilities by sending the children to such NGOs or ITIs

- or provide such facilities within the Open Shelter.
- viii) Cater to individual specific needs like substance abuse, behavioural problems and socially deviant behaviours among others.
- ix) Encourage involvement of social workers, community volunteers, peer educators, students and others. This will provide opportunity to people with skills and time to mentor, guide and improve the quality of life of these children.
- x) Provide life skills to children leading to personality enhancement, raising self-esteem, developing a positive approach to life, improving communication skills, ability to deal with trauma, reducing risk and vulnerabilities, etc.
- xi) Provide temporary stay facilities for children; and children requiring long term care shall be referred to the nearest Shelter/Children's home.
- xii) Function as 24-hour Crisis Management Centres to receive and provide necessary assistance to children.
- xiii)Separate Open Shelters should be established for boys and girls.
- xiv)One NGO can run one or more Open Shelters in a city, based on requirements.
- xv) Provide accessibility to children round the clock.
- xvi)Provide accessibility to children of all age groups up to 18 years of age.

xvii) Provide quality toilets, lockers for children to keep their belongings, washing facilities, recreational facilities both indoor and outdoor, etc.

xviii) Provide health care facilities and refer children for specialized services for prevention of drug and substance abuse, HIV/AIDS/STIs and other chronic health disorders.

xix) Maintain standards of care and children should be encouraged to participate in the activities of Open Shelters.

xx) Prepare Individual Care Plan for each child which will be monitored by the DCPS from time to time.

xxi) Maintain electronic data of each child and furnish the details to the DCPS as a part of the child tracking system.

xxii) Open Shelters must record the case history of every individual child along with the interventions required and services provided. The records should be readily available for inspection by the Child Welfare Committee at any time at the Centre. The Child Welfare Committee may seek a detailed report or pass a direction for production of a child in any of the cases as may be required for further inquiry and rehabilitation.

### Roles and Responsibilities of Open Shelter Staff

1) Project Coordinator cum Counsellor

- To maintain and oversee standards of care & protection in the open shelter as per the ICPS guidelines
- To ensure and oversee proper health and sanitation facilities included safe drinking water and provision of Nutritious food to the children at Open Shelter.
- To establish and strengthen the child tracking system in the Open Shelters.
- To support and liaison with CWC
   in the process of inquiry, producing
   children before CWC and restoration of
   children, if needed.
- To help the children understand themselves and their existence so that they get motivated to mend their behavior in a positive direction.
- To initiate and introduce age appropriate education, vocational training, bridge education programmes for children.
- To oversee preparation and proper maintenance of Individual Care Plan of each child enrolled in the Open Shelter.
- To fulfill the basic nutrition and health requirements of children.
- To encourage the children to ultimately draw their own conclusions and choose the direction they wish to take in resolving issues.

- To liaison and coordinate with other agencies and individuals for all round development of the children enrolled in the Open Shelter.
- To ensure proper Record
   Maintenance included accounts in the
   Open Shelter.
- To develop IEC material/ success stories and progress reports as and when required.
- To undertake counseling and guidance session with children (if, needed).
- Timely submission of monthly/ quarterly reports of Open Shelter to the SCPS, Delhi.
- To conduct regular feedback meetings with Open Shelter staff/ beneficiaries to discuss and sort out important issues pertaining to smooth functioning of the programme and well being of the beneficiaries and maintain a suggestion box in the centre.
- To ensure and maintain congenial environment in the open shelter.
- To plan and organize creative, pre-vocational sessions and awareness workshops on life skills for the beneficiaries in the Open Shelter.
- To plan and organize exposure/ excursion visits for children (if, needed).

- To take new initiative for the overall wellbeing of the Children who are in need of Care & Protection.
- Any other task assigned by the supervisory authority.

#### 2) Social Worker

- To assist the Project Coordinator in developing and maintaining a database of children in enrolled in Open Shelter.
- To collect and compile required information of nearby resources/stakeholders for smooth functioning of the Open Shelter and making resources available to the beneficiaries/staff without any delay.
- To ensure setting up and proper management of child tracking system.
- To assist the Project
   Coordinator in preparing Individual Care
   Plan followed by monthly progress
   report of children.
- To initiate and encourage child participation in all matters pertaining to their Welfare and rehabilitation.
- To plan and organize awareness generation programmes in the catchment area with the help of Outreach worker.
- To regularly update the Project Coordinator on the status of the

families and children in their areas of operation.

- To coordinate and liaison with local NGOs working in the area of health, education, training and child protection.
- To provide life skills training to all the enrolled children of Open Shelter.
- Any other task assigned by the supervisory authority.

## 3) Care Giver cum bridge Course Educator

- To work towards creating and ensure congenial environment at Open Shelter.
- To ensure participation of children in productive activities and assist the children in their studies.
- To report the misconduct of any child to the Project Coordinator.
- Record Maintenance i.e.
   Attendance, Activity Record, Case
   Profile, Stock Register, Health Record of all the children etc.
- To ensure equal accessibility of all the resources of the Open Shelter to all the beneficiaries.
- To ensure round the clock accessibility of the Open Shelter to all the children.

- To ensure and monitor good health/ Nutritional Status of all the children.
- To develop Teaching Aids & Material for Children, if required.
- To resolve general issues of children by Child- friendly approach.
- Any other task assigned by the supervisory authority.

### 4) Outreach Worker

- To identify families and children at risk in catchment area/ vicinity as per the Open Shelter quidelines.
- Regular home visits of those children who have families living in the nearby area and maintain records accordingly.
- To make regular visits to school and vocational training institutes and apprise the concerned officials about the Open Shelter Programmes and need of the beneficiaries to avail of the educational and training facilities.
- To carry out post rehabilitation visits of children who have been rehabilitated or moved out from Open Shelter in order to keep a track of their normal wellbeing.
- Networking with other departments like education, health, police, transport etc. and also with NGOs to avail of necessary services

keeping in mind the best interest of the child.

 Any other task assigned by the supervisory authority.

### 5) Helper

- To clean the centre daily and maintain proper sanitation and hygiene in the centre.
- To prepare meals for the children enrolled in the programme.
- To maintain and follow proper hygiene in the kitchen, washing of utensils, clothes, bedding etc.
- Any other task assigned by the supervisory authority.

### INTAKE PROCEDURE OF CHILDREN IN OPEN SHELTER

- The outreach workers will identify children in need of care and protection within their area of operation.
- Use innovative child-friendly approaches and outreach activities like awareness generation programmes to make contact with children and their families.
- Listing of children who need the facilities of the service.
- Prioritizing the children from the mentioned list which will be based on various parameters such as orphaned child, deserted child, child beggars, rag

pickers, run away children, single parent child from low income group family, children of pavement dwellers and other vulnerable group of children.

- Networking with other departments for document verification or proof verification submitted by the child availing the services (wherever applicable).
- Intake interview of the children desiring to avail open shelter facilities.
- Preparation of Case File containing background of the child and his/her family.
- Compulsory medical examination of the children enrolled for open shelter to ascertain that they are not suffering from any contagious diseases.

### ROLE OF CHILD WELFARE COMMITTEES IN OPEN SHELTERS:

The Child Welfare Committee constituted u/s 29 of Juvenile Justice (Care & Protection of Children) Act, 2000, its Amendment Act, 2006; is the competent authority to dispose of cases for the care, protection, development treatment, and rehabilitation of children in need of care & protection and to provide for their basic needs and protection of human rights.

- Any child rescued from or found in a situation which makes him/ her vulnerable to fall prey of exploitation, neglect, abuse, trafficking, abandonment or separation from family must be produced before the Child Welfare Committee who will conduct an inquiry into the matters to ensure optimum rehabilitation with minimal damage to the child.
- The children of Open Shelters are those who do not require long term or permanent institutional care but they need to avail the counselling & guidance, supplementary nutrition, health care, recreational as well as developmental facilities.
- However, in case of a child not being restored with his family, or likely to fall in trap of human traffickers, victim of exploitation & abuse, and it is felt that he/ she is in need of long term institutional care; then the child must be produced before the Child Welfare Committee of district concerned without any further delay. The Child Welfare Committee in view of the observations in the individual case history and assessment report filed by the official of Open Shelters may pass an appropriate direction in the best interest of child for long term

institutional care or rehabilitation plan as the case may be.

## The Powers and Functions of the Committee

The Committee is entrusted with a whole range of responsibilities and also vested with powers to execute the same as per the JJ Act and the corresponding Rules. The Child Welfare Committees shall conduct periodical inspections of the Open Shelters of their jurisdiction and may ask for the Case file, Individual Care Plan, Progress report and may order for production and inquiry in the cases, if considered necessary, by passing appropriate direction. Some of the main functions are summarized below prescribed under Rule 25 (a - t):

- Take cognizance of and receive children produced before the Committee;
- b. Decide on the matters brought before the Committee;
- c. Reach out to such children in need of care & protection who are not in a position to be produced before the Committee, being in difficult circumstances, with support from the District Child Protection Unit or State Child Protection Unit or the State Government;

- d. Conduct necessary inquiry on all issues relating to and affecting the safety and well being of the child;
- e. Direct the Child Welfare Officers or Probation Officers or non-governmental organizations to conduct social inquiry and submit a report to the Committee;
- f. Ensure necessary care & protection, including immediate shelter;
- g. Ensure appropriate rehabilitation and restoration, including passing necessary directions to parents or guardian or fit persons or fit institutions in this regard, in addition to follow-up and coordination with District Child Protection Units or State Adoption Resource Agency and other Agencies;
- h. Direct the Officer-in-Charge of Child
   Care Institutions to receive children
   requiring shelter and care;
- Document and maintain detailed case record along with a case summery of every case dealt by the Committee;
- j. Provide a child friendly environment for children:
- Recommend 'fit institutions' to the State Government for the care and protection of children;
- I. Declare 'fit persons';
- m. Declare a child legally free for adoption;

- n. Keep information about and take necessary follow-up action in respect of missing children in their jurisdiction;
- Maintain liaison with the Juvenile
   Justice Board, Child Right Commissions
   and State Child Protection Society in
   respect of cases needing care and
   protection;
- p. Visit to each institution where children are sent for care & protection or adoption at least once in three months to review the condition of children in institutions, with support of the State Government and suggest necessary action;
- q. Monitor associations and agencies within their jurisdiction that deal with children in order to check on the exploitation and abuse of children;
- r. Co-ordinate with the Departments of Social Welfare Home, Police, Labour, Education, Health and other Agencies involved in the care and protection of children with the support of District Child Protection Unit or State Child Protection Society or State Government;
- s. Liaison and network with the corporate sector and non-governmental organizations for any of the above, including for social inquiry, restoration and rehabilitation, as and when required; and

- Maintain a suggestion box to encourage inputs from children and adults alike and take necessary action.
- I. These powers & functions can be categorized under following subheads:
  - 1. Provision of care and protection:
- Reaching out to children in need of care and protection as a preventive measure through adequate support from the corresponding government
- Consider all children who are produced before them and decide on the further course of action.

#### 2. Rehabilitation:

- Plan for the child's restoration and rehabilitation like referring to a fit institution or to the custody of a fit person
- Care and development plan to be in respect to the child's immediate and long term needs and also specific to the child's background
- Declaring a child free for adoption
- Promotion of non-institutional services like restoration to family, community and encouragement of adoption, foster care and sponsorship

### 3. Institutional care:

• Refer the child to a shelter home or children's home managed by the State

- Government or to an NGO run home that is authorized for reception of the child
- Ensure child is in a child friendly environment in the institution and documents related to the child are maintained in a confidential manner
- Maintaining a suggestion box for children to voice out their grievances or complaints in order to protect them from abuse and exploitation even in an institution

#### 4. Non-institutional Services

- As part of rehabilitation and restoration of all children belonging to both the categories, the CWC plays a major role in the type of services that can be recommended for the child and the procedures to be adopted for the same. The primary aim of rehabilitation is to help children restore their dignity and selfworth and mainstream them within the family which is the primary custodian of care or through alternate after care programmes. The Act and the Rules strongly emphasizes that long institutionalization shall be the last option for any child, which sadly to say is the most widely practiced system.
- Therefore, CWC and all functionaries as part of the JJ System should think beyond the concept of institutionalization and promote more non-institutional services so that the child gets the opportunity to

grow and develop in the family environment. The different non-institutional orders that CWC can opt for are adoption, foster care and sponsorship based on the individual child.

## 5. Facilitating effective implementation of the JJ Act:

- Major role in recommending and declaring 'fit persons' and 'fit institutions' for the care and protection of children
- Visit children's institutions once in three months to ensure that children are in a safe environment protected from abuse and exploitation
- Ensure minimum standards of care and maintained in the institution
- Maintain a database on missing children in their jurisdiction

# II. The Decisions taken by CWC in disposition of the case

It is recommended that the members take a decision related to the child without any bias catering to the best interest of the child. CWC however, has a role to ensure that the child gets justice in the correct way. All the children must be protected irrespective of race, nation, caste or creed and given due respect.

### The List of Open Shelters

S.	NGO/ OPEN	CONTACT				
No	SHELTERs	LOCATIONS				
1.	PRAYAS (JAC)	• ISBT				
	Mori Gate	<ul><li>Kashmere</li></ul>				
		Gate				
		<ul> <li>Hamilton Road</li> </ul>				
		(Old Delhi)				
2.	PRAYAS (JAC)	Kela Godam				
	Azadpur	Azadpur				
		Mandi				
		• Bharola				
		Village, Azadpur				
3.	PRAYAS (JAC)	Nabi Karim				
	Nabi Karim	• NewDelhi				
		Railway Station				
4.	PRAYAS (JAC)	• Nangloi				
	Udyog Nagar	Railway Station				
		Madipur station				
		Deepali chowk				
5.	PRAYAS (JAC)	Sadar Bazaar				
	Kuccha Pandit	• Fatehpuri				
		Old Delhi				
		Railway Station				
6.	PRAYAS (JAC)	• PhuwwaraCho				
	Yamuna Bazaar	wk				
		Sheesh Ganj				
		gurudwara				
		•Kashmere Gate				
		Metro Station				
7.	BUTTERFLIES	• Jama Masjid				
		• Haathi Park				

		Chandni Chowk -				
		Presentation				
		Convent Play				
		Ground				
		Sadar Bazaar				
		Mithai pul				
		• Kashmere Gate				
8.	BAL SAHYOG	• Shivaji Bridge				
		Railway Station				
		Bal Sahyog contact				
		club, opposite D				
		block, Patthar wala				
		Bagh				
		Bal Sahyog contact				
		club, Panchayat				
		Ghar, Kotla				
		Mubarakpur				
		• House No-9788,				
		2 <sup>nd</sup> Floor, Gali No-				
		7, Multani Dhanda,				
		Paharganj, New				
		Delhi				
9	SALAAM	New Delhi Railway				
	BAALAK TRUST	Station – platform				
		• Hanuman Mandir,				
		Connaught Place				
		Old Delhi				
		Railway Station				
10.	SHUBHAKSHIK	• Shahbad Dairy-				
	Α	Jhuggi No. 16 -17,				
	EDUCATI ONAL	Opposite Paanch				
	SOCIETY	Manzila Mandir				

		• Samaipur Badli -				
		Bhagwanpura, Near				
		Vijaya Bank,				
		Jhuggi No-14				
		New Delhi Railway				
		Station				
11.	AMAR	• Bhola Nath Nagar,				
	HOLISTIC	East Shahdra,				
	SOCIETY FOR	Near Vishwas				
	DISABLED	Nagar				
		• J-Block				
		Seelampur				
12	SAHYOG	Nizamuddin				
	CHARITABLE	station				
	TRUST	• Sarai Kale Khan				
		Night Shelter				
		Nehru Nagar				
		Adivasi Camp				
13.	ARADHYA	• Nangloi				
		• Sultanpuri				
		• Mangolpuri				
14.	SAMARTH- THE	• A- 38,				
	PROFESSIONAL	Shraddhanand				
	S	Colony, Bhalaswa				

		Dairy		
		• Community		
		Centre,		
		• Yamuna		
		Bazaar		
		Badli Railway		
		Station		
15.	GREAT INDIAN	OldDelhi		
	DREAM	Railway Station		
	FOUNDATION	New Delhi Railway		
		Station, Gate No -		
		1		
		ISBT (Under		
		Bridge)		

### LIST OF CHILD WELFARE COMMITTEES

CHILD WELFARE COMMITTEE	Address and Contact Numbers	District/ Institutions
1	2	4
Child Welfare Committee-I	Nirmal Chhaya Complex  Jail Road, New Delhi  011-28520452	West, CHG-I & CHG-IV
Child Welfare Committee-II	Kasturba Niketan Complex Lajpat Nagar, New Delhi 011-29819329	South & South-East
Child Welfare Committee-III	Sewa Kutir Complex  Kingsway Camp, Delhi - 110 009.  011-27652575	North, North-West
Child Welfare Committee-IV	NPS School for Deaf & Dumb, Near Delhi Police Apartments, Mayur Vihar, Phase-I, New Delhi 011-22755527	Central & New Delhi
Child Welfare Committee- <b>V</b>	Sanskar Ashram Complex Dilshad Garden, Delhi 011-22585557	East & North-East
Child Welfare Committee-VI	Asha Kiran Complex, Avantika, Rohini, Delhi 110 085 011-27515910	Outer District
Child Welfare Committee- <b>VII</b>	Nirmal Chhaya Complex, Jail Road, New Delhi 011-26123836	South-West, CHG-II & CHG-III

For Sharing information	or suggestions;	email at: a	ad.ic	psdelhi@d	mail.com

Or write to:

**Assistant Director** 

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Department of Women & Child Development
Govt. of NCT of Delhi
1 Canning Lane, K.G Marg, New Delhi-110001