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Haryana Govt's Policy for welfare of mentally challenged children

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ANNEXURE- R-1

NORMS TO PREVENT MENTAL AND PHYSICAL ABUSE OF MENTALLY CHALLENGED CHILDREN/PERSONS WITH SPECIAL NEEDS IN INSTITUTIONS MEANT FOR THEM IN HARYANA

1. CCTV Cameras to be installed in the passages, corridors, verandas, entry and exit points, outside the rooms & at strategic locations of the institute/hostels.
2. Visitor's Register to be maintained and biometric equipments to be installed on the entry points of the premises of the institute/hostels.
3. The warden / security personnel / attendants / sweepers / mess staff should preferably be female or family person staying with the family on the campus. Police verification has to be got done before their employment.
4. Regular monthly medical examination of inmates by Govt. Doctor to be deputed by the Chief Medical Officer of the concerned district and maintenance of monthly medical record. During medical examination, if the doctor reports possibility of the case to be that of mental or physical abuse, he/she should refer the case along with the report to the District Level Committee. The District Level Committee will thereafter enquire into the matter at its own level in the manner it deems fit and send its report with recommendations to the Deputy Commissioner for appropriate further action. The report of District Level Committee will also be placed before the concerned Divisional Commissioner who will scrutinize these reports for further appropriate action.
5. The record of Last Menstrual Period (LMP) of the female inmates to be maintained by the institute as a part of the monthly medical record.
6. Individual profile of each inmate to be maintained which should include photograph, place, address of origin, date of admission to the institute/hostel as well as health profile, monthly medical reports & last menstrual periods etc.

7. The District Level Committee shall have the following members:-

- i) Nominee of the Deputy Commissioner (as Chairman)
- ii) Chief Medical Officer as member.
- iii) District Programme Officer, ICDS as member.
- iv) Two Female Social Activists preferably working in the field of mentally challenged as non-official members.
- v) District Social Welfare Officer as member Secretary.

8. Quarterly interaction by the District Level Committee with the inmates to know about the physical or mental abuse problems which should be conducted separately in a room where no official of the institute concerned will be present and if the committee finds any case to be that of mental or physical abuse, it will enquire into the matter and after enquiry will send its report with recommendations to the Deputy Commissioner. The District Level Committee may associate any expert required for the interaction as it may deem fit.

9. The entire record of the monthly meetings/quarterly interaction by the District Level Committee is to be maintained by the concerned District Social Welfare Officer.

10. Regular guidance / education of the inmates qua physical and mental abuse by a psychologist to be arranged by the institute/deputed by the Government.

11. Regular Monitoring of CCTV Camera Recordings, Biometric equipments, Visitors' Registers and other relevant record would be done by the District Level Committee or any sub-committee constituted/authorized for the purpose.

12. Deputy Commissioner would hold quarterly review meeting to ensure implementation of these norms in the area.

13. District Social Welfare Officer must visit these institutions once in a month at least.

True copy
HWL
Deputy Director
Social Justice & Empowerment
Department, Haryana, Chandigarh

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ANNEXURE R-2

From

The Director General-cum-Member Secretary (HSCPS),
Women and Child Development Department,
Haryana, Chandigarh.

To

All the Deputy Commissioners in Haryana State.
All the Superintendents of Police in Haryana State.
All the Programme Officers in Haryana State.
All the District Child Protection Officers.

Memo. No. 2223-2307 CP/HSCPS/ICPS/2012, dated 21-8-2012

Subject:- Registration of Child Care Institutions.

This is in continuation to this office letter no. 908-28/ICPS, dated 17-5-2012, 1604-1814/ICPS/WCD/2012, dated 5-7-2012 and 2087-2128, dated 19-7-20 on the subject noted above.

As you are aware that the Sensitization Training/Workshops for all the CCIs and their staff is being carried out in each district by our department to clarify registration related doubts and to sensitize the related officers/staff of CCIs about child related issues, JJ Act, 2000 and to aware about the minimum standards to be maintain by the CCIs.

In this regard, following guidelines/checklist has been prepared by the department for the compliance by the Child Care Institutions (CCIs):-

Checklist for Children Homes

- 1- Its mandatory for the CCI to get registered under section 34(3) of JJ Act.
- 2- Its mandatory for the CCI to adhere to common minimum standards of services as laid down under JJ Act, 2000.
- 3- CCTV cameras to be placed at the entrance of the home.
- 4- Visitor book must be maintained at the main gate of the institution/CCI and all the visits recoded in the security.
- 5- Movement register of the staff and inmates separately.

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- 6- No unauthorized person should be allowed to enter the home.
- 7- If there is any official visit, the team must be accompanied by at least one lady official during the inspection.
- 8- It is mandatory for each Shelter Home to have a landline telephone, Email address, complaint box, Phone No. of DC:SP painted on prominent walls of Shelter Home, visitors Books.
- 9- Police verification of staff engaged by NGOs to be carried out, including for any new appointment in the future.
- 10-Photography (still and Video) of the children and home is prohibited and no interaction with media in any form is to be allowed.
- 11-Regular Monitoring/Inspection of the CCIs by the District Inspection Committees should be ensured.
- 12-Staff appointed in CCIs should be trained sensitized about Child related issues and JJ Act, 2000 to the Sensitization Training/Workshops for all the CCIs and their staff are being carried out in each District by the Women and Child Development to clarify registration related doubts and to sensitize the related officers about Child related issues and JJ Act, 2000. These, Workshops will be completed in all districts by 22nd August, 2012.
- 13-Police Department is also organizing trainings for their staff for designated Child Welfare Officers for making them aware about Child Rights.
- 14-The Home for Girl Children must have only women staff working inside the Shelter Home.

Child Centric Instructions

- Individual profile/file of each child to be maintained which should include photograph, place, address of origin, date of entry to CCI as well as health profile.
- Regular counseling of each child must be ensured and a record of the same maintained.

- To ensure educational facilities being provided to the children 0-6 years informal/preschool and 6 years onwards in nearby schools.
- No child should be shifted or enrolled in Home without the approval of Child welfare Committee (CWC).
- District Administration should immediately be informed on entry of any new inmates and staff.
- Education and vocational training should be provided to the older children.
- Individual Health cards & regular Check ups by Govt. Health Department Doctors.
- HIV children should be referred to ART centre for regular therapy and treatment.

Therefore, you are hereby, requested to ensure that all these guidelines are followed in letter and spirit by all CCIs in your district.

Sd/-
Director General-cum-Member Secretary (HSCPS),
Women and Child Development Department,
Haryana, Chandigarh.

True copy.
W.L.
Deputy Director
Social Justice & Empowerment
Department, Haryana, Chandigarh