

ICPS 3/5884/19

വനിതാ ശിശു വികസന വകുപ്പ്,  
ICPS, പുജപ്പുര, തിരുവനന്തപുരം.  
തീയതി : 14.05.2020

വനിതാ ശിശു വികസന ഡയറക്ടർ,  
തിരുവനന്തപുരം.

എല്ലാ ജില്ലാ ശിശു സംരക്ഷണ ഓഫീസർമാർക്കും  
സർ,


വിഷയം:- വനിതാ ശിശുവികസന വകുപ്പ് - ഐ.സി.പി.എസ്. - കാവൽ പദ്ധതിയുടെ ഭാഗമായി എം.എസ്.ഡബ്ല്യു. വിദ്യാർത്ഥികൾക്ക് ഇന്റേൺഷിപ്പ് ചെയ്യുന്നതിനുള്ള ഗൈഡ്‌ലൈൻ നൽകുന്നത് സംബന്ധിച്ച്.

സൂചന:- കാവൽ കോർഡിനേറ്ററുടെ ഇ-മെയിൽ സന്ദേശം.

നിയമവുമായി പൊരുത്തപ്പെടാത്ത കുട്ടികൾക്കു മനശാസ്ത്രപരമായ പരിരക്ഷയും പിൻതുണയും നൽകി സ്വഭാവപരിവർത്തനം സാധ്യമാക്കി ശരിയായ സാമൂഹ്യജീവിതം നയിക്കാൻ അവരെ പ്രാപ്തരാക്കുക എന്ന ലക്ഷ്യത്തോടെയുള്ള സാമൂഹ്യ ഇടപെടൽ പരിപാടിയാണ് കാവൽ പദ്ധതി. ടി പദ്ധതി കേരളത്തിലെ 14 ജില്ലകളിലും തെരെഞ്ഞെടുക്കപ്പെട്ട 27 സന്നദ്ധ സംഘടനകൾ മുഖാന്തിരം നടപ്പിലാക്കി വരുന്നു.

കാവൽ പദ്ധതിയെ കുറിച്ച് മനസ്സിലാക്കുന്നതിനും പ്രവർത്തി പരിചയം നേടുന്നതിനും എം.എസ്.ഡബ്ല്യു. വിദ്യാർത്ഥികൾക്ക് അനുമതി നൽകുന്നതിനും ആയതിലേക്ക് സന്നദ്ധ സംഘടനകൾ പിന്തുടരേണ്ട മാർഗ്ഗനിർദ്ദേശങ്ങൾ ഇതോടൊപ്പം ഉള്ളടക്കം ചെയ്യുന്നു. കുട്ടികളെ സംബന്ധിച്ച വിവരങ്ങളുടെ രഹസ്യസ്വഭാവം ഉറപ്പുവരുത്തി ഈ മാർഗ്ഗനിർദ്ദേശങ്ങൾ സന്നദ്ധസംഘടനകൾ പാലിയ്ക്കുന്നുണ്ടെന്ന് ജില്ലാ ശിശു സംരക്ഷണ ഓഫീസർമാർ ഉറപ്പുവരുത്തേണ്ടതാണ്.

വിശ്വസ്തതയോടെ,

  
വനിതാ ശിശു വികസന ഡയറക്ടർക്കുവേണ്ടി

**ഉള്ളടക്കം**

- ഗൈഡ്‌ലൈൻ

## **GUIDELINE TO TRAIN SOCIAL WORK TRAINEES ON KAVAL**

KAVAL is an innovative program by Government of Kerala Department of Women and child to socially reintegrate children in conflict with law. The program works in the Kerala state child protection system through multidisciplinary intersectoral approach. The program adopts social work approaches towards social reintegration of children. The social work need to be encouraged to take up their internship in KAVAL and this document forms a guideline for the same.

### **Aim**

To guide the social work trainees in psychosocial care for children in conflict with law in the state of Kerala

### **Objectives**

- To orient the social work trainees on child protection system in Kerala
- To orient the social work trainees on child welfare programs in the state of Kerala
- To educate the social work trainees on laws related to children in India
- To train the social work trainees on KAVAL- Psychosocial care for children in conflict with law
- To give exposure and orientation to the trainees on the role and functioning of varied sectors such as Juvenile Justice Board, DCPU, SJPU, Health and Education and others.

### **Methodology**

The trainees need to take up 21 days/30 days internship in the project. Block placement and concurrent field work can be encouraged.

Schools of social work, Non Governmental Organisations and District Child Protection Officer should follow instructions mentioned below without fail.

### **Conditions for admitting students from Schools of Social Work**

- Students shall be pursuing Masters in Social work (any specialisation).
- Fourth semester students are only allowed to undergo training under KAVAL programme.
- Students will not be permitted to conduct any research activities as part of internship training in KAVAL.
- If the students need to do their dissertation on the topics related to Children in conflict with law following procedures should be observed:
  - Permission should be taken from Juvenile Justice Board
  - Topics should be selected in discussion with the KAVAL team(JJB/ DCPU/ KAVAL NGO)
  - JJB, DCPU, ICPS and KAVAL team need to be acknowledged in the study

### **Note for Schools of Social Work**

- The school of social work need to specifically mention that the students should be trained in KAVAL. School of social work can either write to DCPU or to the NGO.
- Schools of social work should not give any specific assignment such as studies/ evaluation or other academic activities to be conducted by the students.
- The students will be thoroughly trained in psychosocial social care for children in conflict with law.
- Fourth semester students can be sent for the internship in KAVAL from any specialisation
- As a part of confidentiality that need to be maintained the reports sent to the school of social work will be first submitted to the Internship guide i.e. is the coordinator who will forward it to the DCPU and submitted to the college

### **Note for Non Governmental Organisation**

- The NGO should write to DCPU prior to the placement of interns in social work and seek permission if the school of social work specifically mentions the intern should be trained in KAVAL
- The students should be oriented as per the training guideline given
- The interns should be given orientation on the process of psychosocial intervention for the children in conflict with law
- The interns should be thoroughly trained in Case work, Group work, Laisoning and networking, Reporting, community based interventions etc.
- The interns should be oriented to submit the report in the prescribed format. The reports should be sent to DCPU and get it approved on time to be submitted by students.
- In specific cases if the NGO feels they need to take support from students of schools of social work that can be done with permission from JJB and DCPU (Community based intervention, specific follow up services for children etc.)

### **Note for District Child Protection Unit**

- DCPU should inform JJB about the internship and grant permission to the NGO to train student in KAVAL
- If the interns are sent to DCPU from school of social work to be trained in KAVAL then the DCPU can allot the intern to one NGO for the whole month or period of internship.
- The DCPU need to review the progress of interns on a weekly basis
- DCPU should collect the internship report from interns doing internship in KAVAL

- All the reports should be first submitted to the NGO. the coordinator will review the report and forward the report to DCPU who need to forward the same to the school of social work
- DCPU should ensure that confidentiality is maintained strictly
- In specific cases if the NGO or DCPU feels they need to take support from students of schools of social work that can be done with permission from JJB (Community based intervention, specific follow up services for children etc.)

### **Message to the Interns**

- The interns should report to NGO/ DCPU on the date of initiation of internship
- The Interns are bound to follow the instructions of the Internship guide
- The interns should submit daily report in the prescribed format to the coordinator
- The final internship report should be first submitted to the Coordinator who will forward the same to the DCPU and with the signature of the DCPO the report can be submitted to the college
- The interns are expected to maintain strict confidentiality of the cases
- In no situation the details of the child or family should be disclosed.

## TRAINING DETAILS

### WEEK -1: INTRODUCING INTERNS TO THE CHILD PROTECTION SYSTEM

The interns need to be oriented to the child protection system in Kerala. This will give information to students on overall child protection system.

#### Input

The interns should be oriented on the topics as given below:

Training activity	Input	Out put	Outcome
Orientation to KAVAL Responsible stake holder: KAVAL staff at the NGO	Orienting the Interns on KAVAL	Report on KAVAL	Interns will develop understand and information on KAVAL
Exposure visit to DCPU- Responsible stake holder: LCPO /DCPU STAFF	Orientation of Interns on: Integrated Child Protection Scheme  Department of Women and a Child Development  Child Protection System  Orientation to the students on DCPU  Laws related to children	Detail report by the Interns on activities of ICPS and DCPU	The interns will be introduced to the information of child protection system in Kerala, laws etc.
Exposure to Juvenile Justice Board Responsible stakeholder: LCPO& OH counsellor	One day at JJB & OH	Detailed report on JJB , functions, proceedings  Detailed report on Observation home, activities functions	The interns will get exposure to the proceedings on Juvenile Justice Board  The interns will get exposure to the services at Observation home and its functions
Exposure visit to Child Welfare Committee Responsible stakeholder: LCPO supported by CH Counsellor	(One day at CWC and CH)	Detail report on CWC, and its functioning	Interns will get information on the functioning of CWC and the activities.  Inters will get an understanding on the functioning of Children home

**Outcome:** By the end of first week the students will have information on child protection system in Kerala, Stake holders involved in program, and KAVAL. The one week orientation will provide them theoretical and practical exposure to child protection system.

**Week 2 to 4**

## TRAINING ON PSYCHOSOCIAL INTERVENTION FOR CHILDREN IN CONFLICT WITH LAW

### Input

The trainees will be given through training on psychosocial care for children in conflict with law as per the details given below:

Training activity	Input	Out put	Outcome
Case assessment and intervention	<p>Introduce the background of cases where intervention is planned for that month</p> <p>Explain the process of assessment</p> <p>Exposure as a support person in assessment</p>	The intern should give a report in prescribed format	<p>The intern will learn the psychosocial assessment</p> <p>Develop understanding on child's psychosocial problems</p> <p>Developing the plan of intervention</p>
Family visit	<p>Orient the intern on the purpose of family visit</p> <p>Exposure to family visit</p>	Report on family visit	<p>The intern will learn to plan family visit</p> <p>Conduct family visit with specific objective</p>
Individual session	<p>Orient the intern on individual session</p> <p>Exposure to individual sessions (with child and family )</p>	Report on individual session	<p>The interns will learn on conducting individual sessions with children and parents</p> <p>Interns will learn to plan, prepare and use various social work principles skills and techniques</p>
Group work	<p>Orient the interns on group work</p> <p>Exposure to group work</p>	Report on group session	<p>The interns will learn on conducting group session</p> <p>Planning. Preparations needed in conducting</p>

	sessions (with child and family)		group work
Parent management program	Orient the interns on Parent management program  Exposure to Parent management  Follow-up of parent management	Reporting parent management program	Interns will learn to conduct orientation programs to parents on various topics on parent management
Liaisoning and networking  School based orientation         Police	Orient the interns on school based intervention  Exposure to school based interventions    Police station visits Orient the interns on community based intervention Exposure to school based interventions	Reporting on school based interventions Reporting on school based interventions	The interns will learn on liaisoning with different stake holders  Interns will learn on orienting teachers on classroom behaviour of children  Learning on follow-up of cases  Interns will learn on networking and liaisoning work with Police

**Outcome:** the interns would be trained in various interventions on psychosocial care for children in conflict with law and will be though on the process of psychosocial interventions.

### REPORTING

- The intern's should maintain a daily reporting system as per the prescribed format
- The interns should give a weekly report to the NGO
- The final Report should be submitted 3 days before completion to the internship so that the internship guide as well as the DCPU will get time to review and forwarded to the college

### EXPECTED OUTCOME FROM INTERNSHIP

The internship would be helpful in opening the area of Juvenile justice system in the syllabus of social work in Kerala. The training would further support to develop a group of

trained Social Workers who can be recruited in the project in case of vacancies. There by ensuring the pool of trained social workers in the field of Juvenile Justice System.

### DAILY REPORTING FORMAT FOR THE INTERNS

Name of the intern-----  
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School of social work/ College-----  
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Course-----Semester-----  
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Period of internship -----to -----

Reporting date-----  
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Activity	
Aim	
Process	
Outcome	
Learning from the activity (Specify on the social work principle, skill, and techniques learnt and used in the process)	

Remarks(Internship guide)-----  
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## FORMAT FOR REPORTING CASE ASSESSMENT

(The interns should be guided to use the assessment format. The internship guide should guide the intern to develop individual care plan)

Socio economic background of the child

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Psychosocial problems faced by the child

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Suspected mental health issues experienced by the child

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Alleged offence by child (mention how did child come n to conflict with law)

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Inference

(What are the psychosocial problems in the child and what is the proposed individual care plan)

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**FORMAT FOR REPORTING GROUP WORK**

**(The interns should be guided to and trained to conduct group work)**

Type of group: -----  
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Purpose of group formation -----  
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Planning and preparation for group work: -----  
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Aim of the group work session : -----  
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Expected outcome : -----  
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**PROCESS OF GROUP WORK**

Explaining objectives and purpose: -----  
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Consent: -----  
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Summary report of group work  
(Sharing of each group member, facilitation by the social worker, summarising)  
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Group work principles and techniques practiced  
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Learning  
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OTHER ACTIVITY REPORT

(Other activities conducted – Home visit, parent management ptraining, Laisoning, Networking, advocacy, training, etc.)

Activity

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Aim

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Process

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Outcome

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Learning's

(Social work Principles, techniques and methods used)

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