

Kawai



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STANDARD OPERATING PROCEDURE- KAVAL

KAVAL is a program that aims at social reintegration and rehabilitation of children in conflict with law, through psychosocial approach

The SOP was developed as a part of the program. The program was developed through participatory approach. Technical support and guidance was provided by Department of Psychiatric Social Work, National Institute of Mental Health and Neuro Sciences, Bengaluru.

The team consisted of:

- Juvenile Justice Board,
- Special Justice Police officers,
- District child protection officers
- Legal cum probation officers
- Counselors in Observation home
- Non-government organisations

Juvenile Justice Act, 2015 formed the reference material for developing the program and the SOP. The programs was planned and the implementation strategy was developed as per Juvenile Justice Act, 2015 and Juvenile Justice Rule 2016. The provisions to support children through varied interventions were studied, programs were developed and implemented. This was recorded and later developed as a guideline and Standard Operating Procedure.

Psychosocial interventions follow a definite pattern and need to be implemented systematically in stages. Each stakeholder has specific duties to perform as per their profession.

Process of psychosocial intervention

This process of psychosocial interventions from the time the child enters the juvenile justice system till he/she exits the system is given below

- As the child comes in to conflict with law, the Special Juvenile Police Officer/Child Welfare Police Officer shall produce the child before JJB within 24 hours from the time of apprehension.
- JJB shall refer the child to the Observation home/ JJB counsellor.
- The observation home counsellor/ JJB counsellor shall
 - o Provide psychosocial first aid for children in conflict with law as they come to JJB for the first time.
 - o Educate parent and CCL on JJ System and psychosocial intervention for children
 - o Conduct preliminary psychosocial assessment of CCL within 5 days the child is produced before JJB
 - o Coordinate with LCPO to develop primary individual care plan for each CCL
- Legal Cum Probation officer shall
 - o Prepare Social Investigation Report within 15 days
 - o On the basis of the SIR report and report of the psychosocial assessment by OH/JJB counselor, a primary ICP will be prepared suggesting the needed psychosocial interventions to be provided for the CCL.
 - o Primary ICP will be presented to JJB by the LCPO and recommendations will be made to JJB to refer the case to appropriate NGO in charge of KAVAL program in the district.
 - o The LCPO will coordinate with DCPO in referring cases to approved NGO within five days from the date of order of JJB or 20 days the child is apprehended.
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- The DCPO shall
 - Confirm and refer the case of the child to the concerned NGO
 - After receiving the cases of children from JJB through DCPO, the
- NGO's shall perform the following duties
 - Report to DCPO on receipt of cases and initiation of psychosocial interventions.
 - Inform to concerned police station where the case of the child is registered regarding initiation of intervention.
 - Conduct family visit for each child for intervention.
 - Provide individual counselling repeatedly for children in conflict with law.
 - Repeatedly conduct group work with children in conflict with law.
 - Provide referral services for children in conflict with law by informing JJB through DCPO for support services such as medical help, mental health services, deaddiction services, educational support, economic support, family support services and linkages with other social welfare programs and assist them.
 - Carry out interventions at school and in community.
 - Conduct life skills education programs for children in conflict with law.
 - Network with governmental and non-governmental organisations to support children and their families in availing benefits through government program.
- Reporting
 - The NGO shall do weekly reporting in the prescribed e-format in the MIS system.
 - The LCPO and OH/JJB counselor shall check the reports and give their feedback to the NGO.
- Reporting of Individual Care Plan
 - Preparation of Individual care plan for the CCL shall to be initiated by the LCPO and OH/JJB counselor in the prescribed e-format in MIS system after reporting to JJB.
 - The DCPO shall approve the ICP and transfer the case to NGO.
 - The NGO shall develop further on the ICP for each child on intervention planned, provided and changes observed.
- Regular Meetings for the functioning of the program
 - The NGO shall conduct weekly meetings in their office to plan weekly activities and report the previous week activity.
 - NGO's shall conduct monthly meeting to review the activities and plan for the month ahead on every 5th working day.
 - The DCPO shall coordinate and conduct monthly review meeting with JJB, SJPU, Probation officer, DCPU staff and NGO staff to review the KAVAl programs carried out by NGO on 10th working day of every month and in the said meeting review NGO plan and activities need to be reviewed.
 - Quarterly, half yearly and annual meetings at state level shall be conducted and coordinated by SCPS. The NGO shall prepare a quarterly report about the intervention of each child and submit to JJB through LCPO/DCPO. NGO shall give report on child when asked by the JJB.
- Follow up
 - The LCPO shall conduct regular quarterly follow-up visits to the NGOs.
 - The OH/JJB counsellors should conduct quarterly follow up visits with LCPO to the NGOs and families.
- Termination
 - As the NGO interventions are completed at individual level, family level, education/ vocation / social level as per the ICP and visible changes are observed in the child, and the child is

effectively rehabilitated and reintegrated to family and society, the NGO can recommend the child for termination from psychosocial intervention.

- o The LCPO can conduct a family visit along with the OH/JJB counselor to review the progress and a repeat assessment can be conducted to confirm the change in the child
- o The report shall be presented to JJB and the case can be terminated with an order from JJB.
- o Documents about the child need to be transferred to DCPO and no records of the child should be kept in the NGO after termination of the child. If the child is terminated before the age of 21, the documents of the child should be maintained in DCPO office.

Stages In Psychosocial Care Intervention Progress Among Children In Conflict With Law

The stage in the psychosocial care intervention progress among children in conflict with law majorly happens in three stages that are subdivided into two states each.

Stage-1: Initiation of psychosocial care:

The initiation stage can be sub divided in to two sub stages:

- 1) Process initiated
- 2) Maintaining development.

1.1 Process initiated: Psychosocial intervention process is initiated, reviewed and reinitiated with the child through assessment of psychosocial problems and developing an individual child plan and intervention plan.

1.2 Maintaining and development: Following rapport building, the care provider evaluates whether the child and family is responding positively to the interventions and progressing in areas where interventions are provided through education and providing information on various areas of care and support as per the specific needs of the child.

Stage-2 Intervention:

The intervention stage is subdivided in to two sub stages: 1) Intersectoral approach phase

- 2) Rehabilitation phase.

2.1) Intersectoral approach: The intersectoral support stage focuses on ensuring support for the child from multiple stakeholders involved in child care towards ensuring holistic care, protection, reintegration and rehabilitation of the child.

2.2) Rehabilitation: Rehabilitation stage focuses on availing support services to the child as well as child's family members to learn new skills/ vocation/pursue studies, etc. Other services that need to be provided during this stage include counseling through individual and group work, parental orientation, parent management programs, family counseling, referring to medical professional, etc. so as to restore life favorably.

Stage-3 Follow-up stage:

The follow-up stage is subdivided into

- 1) Reintegration to family and society
- 2) Termination

Reintegration to family and society: Ensuring a conducive environment for the child in family through family interventions, parental orientation and other support services as well as supporting the child to be an integral part of the society/community by ensuring that the child is back to the family and community where he/she was living before the incident and ensuring safety for the child through multiple support services family and other support services. If the results show positive in the fields of health education, vocation, behavior, better family, education and community support for the child. The child can be retained under follow up period.

Termination: After the intervention as the child is able to maintain a positive change termination from services can be done.

Process of Psychosocial Intervention

It may be noted that it is possible for children to be in multiple stages at a time though one of the stage supersede the other. It is also possible for the child to involve in or get in to problems that warrant for restarting the interventions from stage one. The intervention should be a continuous process until the children and family can manage their problems independently.

Management of Individual Child in Conflict with Law

Each child who comes in to conflict with law undergoes a systematic and step by step process of intervention that involves organising, coordinating the formal and informal activities, services to ensure optimum level of services to the child. For children in conflict with law in order to provide intensive and comprehensive care, a multidisciplinary intersectoral approach to support the child in the community through varied professionals covering a range of service such as legal and law enforcement, crisis intervention, health(mental and physical), deaddiction, economic support, education support, family support, vocational and skill training & employment, institutional services and social welfare support. The multidisciplinary team will be led by the Juvenile Justice Board. An integrated multidisciplinary approach is needed to provide psychosocial care towards social reintegration of the child.

The eight stages of management of individual cases in children in conflict with law involves

Entering the system: The child in conflict with law is identified and produced before JJB and introduced to the process of psychosocial care for children in conflict with law

Introduction and engagement: The child in conflict with law, parent or the guardian will be informed and educated about the Juvenile Justice System, psychosocial services available for the child and process involved in the care and support. Parents/guardian and the child will be involved in clarifying the doubts as well as involved in discussions regarding the need of the program thereby engaging them to understand the need of service followed by taking consent for psychosocial interventions.

Intake and assessment: Child's psychosocial problems and needs will be assessed using standardized and scientific tools and other legal mechanisms by the team to develop an individualised care plan for the child..

Identifying needs and developing individual care plan: Developing specific plan for the individual as per the psychosocial problems reported by the child and needs identified. The services needed, the multidisciplinary team to be involved, who will provide what kind of service and when will be defined in the individual care plan.

Implementation of individual care plan: The individual care plan developed will be implemented by working with the child and family, referring to appropriate agencies, etc.

Case follow up: This involves regular assessment of the individual cases on a monthly and quarterly basis with the team to evaluate the progress in the child towards the achievement of psychosocial Intervention goals. The change in the individual care plan if goals are not achieved also need to be carried out during follow up. Reassessment of the individual needs of the child and barriers in achieving care and treatment goals need to be identified and alternate plans need to be worked out. Revised individual care plan need to be reinitiated and implemented.

Termination: Children showing positive changes in follow-up assessment and who can maintain the positive change., i.e if the support system is build up, child's threat for leading a normal life is addressed and managed and child's chances of recidivism is reduced the child can be terminated from the service. An evaluation of services by the child and family on their satisfaction of service provision as well as social workers' feedback is essential to ensure the continuation of positive change in the child.

Reentering in to the system: In case the child after termination or during the process of intervention show

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recidivism or involve in high risk behavior that does not account to recidivism or have a relapse, then a reassessment need to be carried out with the core team to redesign the individual care plan by assessing the risks and making appropriate plan to address and prevent risk in future followed by re-administration of the revised individual care plan and continue follow up until termination.

Roles and responsibilities of officials in psychosocial interventions for children in conflict with law

Roles and responsibilities of each stakeholder in the juvenile justice system is defined to give clarity in roles and ensure each stakeholder perform their role appropriately.

• Special Juvenile Police unit (SJPU)

- o The Special Juvenile Police Officer shall inform the Legal cum Probation Officer / DCPO about the apprehension of the child
- o The Special Juvenile Police Unit or the Child Welfare Police officer shall take support from the NGO to provide psychosocial first aid to the child on apprehension if needed by informing the probation officer.
- o The SJPU / CWPO shall inform the child and the parents, the procedures followed in KAVAL program as well as various support that will be provided for the child including legal support.
- o As the child's case is transferred to the NGO, the SJPU / CWPO will provide protection to and support in all forms to the NGO staff to the child in conflict with law and family whenever needed.
- o Police shall support the NGO in managing crisis situation where the child is involved or the child is at risk.
- o The police shall inform the NGOs on the high risk situation or behaviour in the child if noticed.
- o Police shall use the network of JJB, DCPU and NGO in supporting the CCL.

• Juvenile Justice Board

- o The Juvenile Justice Board shall review the Social Investigation Report prepared by the Legal Cum Probation Officer and the psychosocial assessment carried out by the counselor at Observation Home/ Children home and refers the child to the fit facility (NGO) for psychosocial care through District Child Protection Officer
- o Juvenile Justice Board shall ask the NGOs for report on progress regarding any child whenever needed and during monthly meetings.
- o Juvenile Justice Board shall support the NGO intervention and consider special requests of the NGOs in providing psychosocial intervention considering best interest of the child.
- o The Juvenile justice board shall pass the order to avail specific support for interventions needed for the child such as educational support, psychiatric services, deaddiction services, institutional care, foster care, shelter care, follow up services after disposal of the case, etc., whenever needed.
- o The JJB shall give an order for mental health assessment of the CCL to the identified psychiatrists to support KAVAL program in the districts
- o The JJB shall order the mental health professionals to support and provide necessary guidance to the NGOs.
- o JJB shall order NGO to ensure the CCL avail mental health facility if needed and ensure follow up of the same.

- o Juvenile Justice Board shall conduct monthly review meetings of cases with SJPU, DCPU, NGO and others every month to monitor the progress of psychosocial interventions, difficulties NGO face in providing psychosocial intervention for the child and provide needed support for the team.
- o JJB shall carry out quarterly review of progress in child and provide necessary guidance and support to the team. The quarterly review team consists of JJB Magistrate, JJB Members, CWC chairperson, SJPU, DLSA, DCPO, LCPO and Observation Home Counsellor.
- o On receiving termination report of the child from the Legal Cum Probation Officer, the JJB shall order for a hearing where the child and the parent need to be present. In discussion with the parent and child on psychosocial services received and the change in child, family and circumstances, JJB shall take decision to terminate the case of the child or keep the child in follow up for a definite period of time as needed. JJB can also take opinion from NGO, LCPO Counsellor or significant other stakeholders.

Role of State Child Protection Scheme (SCPS)

- o District Child Protection Officer (District Child Protection Officer)
- o District Child Protection Officer will be in charge of overall coordination of KAVAl program in every district.
- o District Child Protection Officer will issue an official order to initiate psychosocial intervention for children transferred NGO under KAVAl program.
- o District child protection Officer shall coordinate and support NGO for the funds from the state as well as other funding if needed for the effective functioning of the program as well as in other administrative activities considering the confidentiality of the child.
- o District Child Protection Officer shall support NGOs in availing existing government and non-government services and social welfare programs such as grants, scholarships for children, pensions for family members, economic support for child or family, vocational or skill training support for child and family, physical and mental health support for child and family, education support for child and family, legal support for child and family.
- o The DCPO will monitor the NGO activities
- o The DCPO shall carry out monthly meetings to monitor the NGO activities, assess progress in psychosocial interventions for CCL, understand the support services need for the NGO and provide the same.
- o The DCPO shall carry out the monitoring of NGO activities on a weekly basis, in a monthly basis and in a quarterly basis.
- o The Legal Cum Probation Officer and the OH counsellor will assess the progress of each child on a monthly basis on psychosocial interventions with NGO.
- o District Child Protection Officer shall organize monthly review meetings as well as quarterly review meetings with JJB.
- o District Child Protection Officer shall report on a quarterly basis to JJB on the progress of intervention in quarterly review meeting.
- o District Child Protection Officer should network and coordinate with all the stakeholders such as JJB, SJPU, government departments, education department, health department, vocational and skill training institutions, health care institutions.

Legal Cum Probation Officer

- o Probation officer / Legal cum probation officer will be the coordinating official in charge for KAVAl in every district.
- o Legal cum probation officer shall support and guide NGO on legal matters concerning children in conflict with law.
- o On completion of SIR within 15 days, the LCPO shall coordinate with the OH/JJB counsellor in preparing the primary ICP and submit primary ICP to the JJB within 20 days.
- o Legal cum probation officer shall coordinate with JJB/OH counsellor in planning primary individual care plan for the child in conflict with law and provide all support to the NGOs in

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executing the ICP.

- o Legal cum probation officer shall submit and explain JJB on Individual Care Plan for child in conflict with law as per the social investigation report and psychosocial assessment by OH/JJB counsellor.
- o Legal Cum Probation Officer will be officer in charge of monitoring the NGO activities
- o Legal Cum Probation Officer shall review the weekly plan and weekly reports of NGO along with the OH/JJB counsellor and give remarks to support psychosocial interventions.
- o Legal Cum Probation Officer shall review monthly reports of the NGOs with OH/JJB counsellor and give remarks to support psychosocial interventions.
- o Legal Cum Probation Officer shall review the individual care plan of the child to understand the progress of psychosocial interventions along with OH/JJB counsellor and give remarks to support psychosocial interventions.
- o Legal Cum Probation Officer will work as the coordinating officer between various government and non-government agencies and other agencies to support NGO activities in providing psychosocial services for children.
- o Legal Cum Probation Officer shall coordinate monthly review meeting at District Child Protection Unit with NGO towards monitoring the progress of the KAVAl programs carried out by the NGOs.
- o Legal Cum Probation Officer shall coordinate quarterly review meeting in the district
- o Legal Cum Probation Officer shall report the progress of children to Juvenile Justice Board on a monthly basis as well as inform if any specific need or support is needed for CCL as reported by the NGO in providing psychosocial intervention.
- o Legal Cum Probation Officer shall carry out quarterly follow up visit along with JJB/OH counselors to NGO and families of children to monitor the progress of child as well as activities carried out by the NGOs.
- o Legal Cum Probation Officer shall review the records of the child and reports regarding KAVAl maintained in the NGO during quarterly visit
- o Legal Cum Probation Officer shall coordinate monthly review meeting with JJB to monitor progress of the KAVAl program in the district and report to JJB on psychosocial intervention.
- o Legal Cum Probation Officer shall coordinate the quarterly review meeting in the district to review of cases of CCL on an individual basis at JJB
- o In case when the child need to be terminated from KAVAl, the Legal Cum Probation Officer shall conduct a detailed enquiry to ensure the safety of the child and to assess the child's vulnerability to commit offence and give a report to the JJB along with consolidated ICP from the NGO and the psychosocial assessment report from the OH/JJB counsellor and recommend for termination.
- o On recommendation of termination of the child's case, the Legal Cum Probation Officer shall ensure to mute the details of the child from MIS system by taking a hard copy of child's ICP and submit the same in JJB for the purpose of official recording.
- o Details of the children officially terminated shall be maintained by the Legal Cum Probation Officer who after a definite period of time shall recommend the court to destroy the details from all records including the MIS system.
- o Legal Cum Probation Officer shall work as a link between the NGOs and all other stakeholders supporting the NGO to ensure support services for the CCL.

Observation Home Counselor/JJB counselor on receiving the case of a child shall

- o As a child is apprehended and brought to the JJB, OH/JJB counsellor shall provide psychosocial first aid for children in conflict with law.
- o OH/JJB counsellor shall clarify the doubts the parents and child may have about the Juvenile Justice system.
- o OH/JJB counsellor shall provide legal literacy to the child and the parent.
- o OH/JJB counsellor shall educate the parent and child on juvenile justice system.
- o OH/JJB counsellor shall inform the parent and the child about KAVAl program to support child to ensure reintegration to the society.

- o On receiving the case of the child, OH/JJB counsellor shall carry out psychosocial assessment of CCL within 15 days of the apprehension and share the information with the LCPO to prepare primary ICP.
- o OH/JJB counsellor shall work in coordination with the LCPO to develop primary individual child care plan for the CCL within 20 days of apprehension
- o OH/JJB counsellor shall brief the NGO on the psychosocial problems of the child and coordinate with the NGO in the implementation on ICP through psychosocial interventions.
- o Quarterly evaluation of the ICP and progress of psychosocial intervention shall be carried out by the OH/JJB counsellor and report to LCPO.
- o OH/JJB counsellor shall conduct quarterly follow up with LCPO to the fit facility and families to confirm the progress of children.
- o OH/JJB counsellor shall support LCPO to organize monthly and quarterly meetings.
- o OH/JJB counsellor shall support LCPO in reporting of individual cases on a quarterly basis to the JJB.

Non-Governmental Organizations

- o The non-governmental organizations shall be declared as the implementing agencies for providing psychosocial care for children in conflict with law.
- o The NGO will receive cases of children from JJB through DCPU.
- o As the NGOs receive the cases from the DCPU, NGOs shall acknowledge the receipt of the cases to DCPU through an official letter.
- o As the NGO receives the details of the CCL who needs psychosocial intervention, the NGO shall report to the concerned police station within 5 days of receipt of the official order from the DCPU on initiation of intervention and build up a good network with the police to ensure child's safety and protection.
- o The NGO shall start the psychosocial interventions soon after the police station visit i.e., within one week of receipt of case details from the DCPU.
- o Family visits will be conducted by the NGO to initiate family level intervention.
- o The NGO's shall conduct group work with family.
- o The NGO shall conduct sessions on managing children behaviour, parenting, stress management, etc.
- o The NGO's shall address other problems in the family such as economic difficulties, social problems, physical and mental health needs of the family, needs of other children in the family, etc.
- o The NGO can identify CNCP in the families of CCL and refer the children to CWC through DCPO.
- o The NGO shall refer children for specialist services and support including mental health service and deaddiction services with consent of JJB.
- o The NGO shall seek special order from JJB if needed to refer the child for mental health care or deaddiction.
- o The NGO shall support the child and family in continuing the mental health support by educating on their mental health needs and specific treatment.
- o The NGO must educate family member as well as the child on regular medication and ensuring regular follow up.
- o The mental health professional shall brief the NGO staff on the mental health condition of the child and needed interventions as well as specific care and precautions to be taken for the child. (The NGO should seek support from mental health professionals)
- o The NGO can avail support from CLW (Asha worker or ICDS worker) if need for medication or other support activities
- o The NGO shall provide following psychosocial services for the CCL
 - o Individual counselling
 - o Group work(family and child)
 - o Life skills Education

- o School and community level intervention.
- o The NGO shall provide referral services for CCLs to appropriate service providers, agencies, professionals or persons through DCPO.
- o The NGO shall network with governmental and non-governmental organizations to support children and their families in availing benefits from government program.
- o NGO shall work under constant monitoring of the DCPO.
- o The NGOs shall do weekly planning and reporting and submit to the DCPU every Monday
- o The NGO shall do monthly reporting to the DCPU 5 days before the scheduled monthly meeting
- o The NGO shall report the progress of the child in the ICP and submit the same to the DCPU to assess the progress. The NGO can make changes or additions in services as per the child's specific needs in the ICP as the intervention progress
- o The NGO shall submit quarterly report every quarter on the 1st week of the quarter or as directed by the DCPO
- o The NGO shall submit half yearly report on half yearly reporting format to DCPO on the 1st week of the second quarter or as directed by DCPO.
- o The NGO shall submit annual report and annual audit statement to the DCPO at the end of every year.
- o The NGOs shall work in coordination with Juvenile Justice System
- o KAVAL staffs appointed in the NGO shall meet at DCPU during every monthly meeting. The staff shall be responsible for the psychosocial interventions and will be answerable for any queries about the CCL by the JJB and DCPO.
- o The KAVAL staff shall work in close association with DCPU and keep the DCPO well informed about the KAVAL activities.
- o The KAVAL staffs shall attend all the monthly and quarterly meetings organized by the DCPO to update JJB on KAVAL activities.
- o The NGO shall report to the DCPO on completion of psychosocial interventions and reintegration of the child to the society in the monthly meeting and can recommend for the termination. Consolidated ICP shall be produced for the LCPO and OH counsellor to verify.
- o The NGO shall not take photograph which may reveal the identity of the child or parent during the psychosocial intervention process. The school or community level program shall not violate the privacy of the child or family as well as give chances for labelling the child and family.
- o The NGO should provide basic facilities needed for the implementation of KAVAL programme activities such as basic infrastructure, space ensuring confidentiality for conducting individual and group sessions, computer, filing system, etc.
- o NGO head will be responsible for implementation of KAVAL activities at NGO level

SELECTION OF NON-GOVERNMENTAL ORGANISATION (KAVAL IMPLEMENTING NGO)

- The NGO should be registered either under Travancore Cochin Literary, Scientific and Charitable Societies Registration Act 1955, Indian Trust Act 1882 or should be an outreach Centre of Schools of Social Work offering MSW, BSW courses.
- The NGO should be an accredited NGO by the Department of Women and Child Development or should have minimum two years' experience in the areas of rehabilitation or working with children.
- The NGO should be willing to work for and among children in conflict with law
- The NGO should have legally formulated governing body
- The NGO should be financial capable to run the program
- The DCPO should invite application from the NGOs willing to run the program in the respective district. The advertisement should be published in newspapers and official website of Department of Women and Child Development.
- The NGO should submit audited statement of accounts and annual report for the last two years.
- In order to select NGOs, a district level committee need to be constituted consisting of Juvenile Justice Board member as chairman of the committee decided by the JJB, District child protection officer and legal cum probation officer as the convener

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- Staffing in NGOs
- The NGO need to appoint two staff to work for KAVAL. One coordinator and a case worker.
- The qualification for the staff is preferably Masters in social work (any specialization) as psychosocial care for children in conflict with law program involves implementation of program through social work approaches.
- The coordinator should have the above said qualification along with 3 to 5 years of experience working with children
- The case worker should have the above said qualification (Masters in Social Work) and can be a fresher.
- The NGO should inform DCPO regarding staff recruitment. An advertisement need to be given in newspaper as well as through other social media on vacancy. The list of applicants should be verified and shortlist in presence of DCPO representative. Interview needs to be conducted by a panel of JJB members DCPO & NGO representative.
- Role of coordinator in implementing KAVAL
 - o Coordinate KAVAL activities in NGO shall:
 - o Plan and implement program in accordance with the project in consultation with the NGO head
 - o Plan, organize and implement programs (Home visit/ LSE/ Parent Orientation/ Group Work/ Case Work etc.,)
 - o Networking with support agencies (vocational training center/ rehabilitation services/ health/ education etc.)
 - o Coordinate and take support from DCPU and JJB whenever needed for each case for support
 - o Coordinator need to organize monthly and weekly meetings at NGO level
 - o Present the report and cases at weekly/monthly meetings at DCPU
 - o Plan and report the activities to DCPU through NGO
 - o The coordinator should attend JJB sittings whenever the NGO cases are recalled for hearing or directed by JJB
 - o The coordinator should communicate with JJB if any cases specific orders need to be passed through the LCPO
- Role of Case Worker in implementing KAVAL
 - o Executing the programs
 - o Supporting coordinator in planning & reporting
 - o Supporting and conducting programs along with the coordinator (Home visit/ LSE/ Parent Orientation/ Group Work/ Case Work)
 - o Monthly reporting to the coordinator

Formation of peer supporters group

The NGOs staff will be supported in management of cases, process of psychosocial support, group work and other programs to be conducted for children and their parents by selected peer supporters. KAVAL staffs who are performing well will be identified as peer supporters.

Important

- The peer supporters will not be paid extra amount
- The details of peer support group should be circulated as a government order.

Roles and responsibilities of the peer supporter:

Guide the NGO staff on

- Preparing and planning psychosocial intervention with children
- Regular case discussion on specific cases where the team need support
- Supporting for group work with children, parents, individual counseling sessions, life skills etc.
- Training support to the district/s in charge
- Collecting and consolidating quarterly report from the districts in charge and submitting to the concerned DCPO and KAVAL coordinator.

Each peer supporter will be assigned few districts. The NGO staff need to:

- Update weekly activities

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- Discuss their cases
- Discuss and with the peer supporter to plan and organize session for individual counseling, parent counseling group work with children and parent
- Other interventions
- Submit quarterly report for correction and consolidation. The peer supporter will review and correct the report that need to be sent to the DCPO
- The peer supporters need not travel to those districts, except for travel that provides them TA and other expenditure.

Process of funding

- o Funds will be issued in three instalments of 50:30:20 ratio of total fund.
- o NGOs shall submit NGO level utilization certificate on the sixth month of programme implementation period (September) to DCPU.
- o The utilization certificate of the second instalment should be submitted after 3 months i.e. January 1st week
- o DCPO should verify the account details and recommend for the next installment of 30% within two days of submission of utilisation certificate by the NGO
- o After completing implementation of the project the NGO should submit CA audit report and annual report of KAVAL activities for the project period to DCPO
- o DCPO shall verify the accounts and reports and recommend for final settlement of accounts to ICPS by end of March.
- o Last 20% will be provided according to the recommendation made by DCPO.

Termination of NGO:

The NGOs can be terminated from KAVAL on following grounds

If the NGO is not performing KAVAL activities as per the requirements i.e

- o If the field activities, home visits, individual counseling, life skills education and parent management training is not performed as per the project
- o If the coordination with the JJB, DCPO, SJPU, CWC, Police station, educational services, physical and mental health services is not carried out to support CCL
- o If the records of each child is not maintained well
- o If the reports (Movement register, individual counseling register, Group work register, LSE register, PMT register) are not maintained
- o If separate bank account, separate cash book and accounts are not maintained for KAVAL
- o If breach of confidentiality occurs where the child's details are published anywhere (media, annual report without recognizing DCPO/ WCD Kerala & NIMHANS, including giving report in annual report without written permission from DCPO) or supported any individuals or agencies other for their academic, program or personal interest without permission from DCPO and JJB.
- o If KAVAL staff salary, T. A and other benefits to the staff is not paid according to the budget or in special cases if the NGO has not taken prior permission from DCPO to make changes if needed (eg: maternity benefits, short term replacement due to staff leave, or extra work load due to specific reasons)
- o If the staff is employed or demanded to work in more projects on a regular basis other than KAVAL that affects the KAVAL results.
- o DCPO need to carry out enquiry if the above said conditions are maintained by NGO. If breach of the conditions is severely affecting the program then a detailed report need to be submitted by the DCPO. The JJB members need to be informed and the letter need to be send to ICPS. ICPS will take decision after an enquiry if the allegations are found to be justifiable