

GOVERNMENT OF WEST BENGAL  
DIRECTORATE OF CHILD RIGHTS & TRAFFICKING  
SALT LAKE CITY, SECTOR – I, KOLKATA 700 064  
(STATE CHILD PROTECTION SOCIETY)

Memo No.: 1479 /CRT

Dated: 16.11.2017,

To:  
The District Magistrate (All)

**Subject: Notification on State (W.B.) Guidelines for Sponsorship for Children under ICPS.**

Sir/Madam,

This is to bring to your kind notice that the notification (No. 6012- SW/JJA – 78/17, dated 09.11.17) on modified State Guidelines for Sponsorship for Children under ICPS in West Bengal has been issued by Department of Women & Child Development & Social Welfare, Govt. of West Bengal (Copy enclosed).

You are requested to roll out the same in your district. The reports on implementation of Guidelines for Sponsorship for Children under ICPS in West Bengal may also be sent to this office on a quarterly basis.

Enclosure: As stated above.

Yours faithfully,

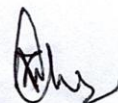


Director  
Child Rights and Trafficking  
West Bengal

Memo No.: 1479/1(3) /CRT

Dated: 16.11.2017.

1. Secretary, Department of CD, WD & SW, Govt. of West Bengal.
2. DSWO (All districts).
3. DCPO (All districts).



Director  
Child Rights and Trafficking  
West Bengal





**Government of West Bengal  
Women & Child Development and  
Social Welfare Department  
Bikash Bhawan, Salt Lake, Kolkata-91.**

**No. 6012 – SW/JJA – 78/17**

**Date: Kolkata, the 9<sup>th</sup> November, 2017**

**N O T I F I C A T I O N**

In exercise of the power conferred by section 45 of Juvenile Justice (Care & Protection of Children) Act, 2015, read with Rule 24 of the West Bengal Juvenile Justice (Care & Protection of Children) Rules 2017 the Governor is hereby pleased to modify the Guidelines for Sponsorship for Children under ICPS in this state (as enclosed).

By order of the Governor

  
Additional Secretary to the Government of West Bengal



# Modified Guidelines for Sponsorship for Children under ICPS in West Bengal

## **Introduction/Preamble**

These guidelines are based on the Juvenile Justice (Care and Protection) Act 2015, Integrated Child Protection Scheme, United Nations Guidelines for Alternative Care, 2009 and the UN Convention on the Rights of the Child.

In all Sponsorship procedures, the best interests of the child shall be the paramount consideration. The fundamental principle behind these guidelines is every child's right to growth and development in a family environment.

In accordance with the child's age, development and maturity, he/she has the right to be consulted and to have his/her opinion taken into account in any matter or procedure affecting him/her.

In all Sponsorship procedures it is important that the highest possible standards of practice are followed, within accepted principles. These guidelines, which incorporate the best of practice and principles, can be helpful in achieving this.

## **1. What is Sponsorship?**

Sponsorship is the provision of supplementary support to families and to children in institutional care/family environment.

Sponsorship aims at

1. Preventing child destitution, abuse, exploitation and offers holistic child protection including counselling and guidance.
2. Providing conditional assistance to ensure that the child continues his/her education/vocational training.
3. Offers child care within the family/ extended family environment
4. Preserving families and encouraging parents to fulfil their responsibilities towards the growth and development of their children.
5. Arranging medical treatment /aids/equipment for children in families or in CCIs.

The scheme will also provide sponsorship to vulnerable families especially to survivors of trafficking, child labour, child marriage, child abuse.

Sponsorship can be individual, to individual, group, community, support to families, support to children home and special home.

## **Types of Sponsorship**

### **• REHABILITATIVE-**

- a) Children placed into institutions by families as a poverty coping measure to reunite them with their families through sponsorship.
- b) Children who are rescued from trafficking/child labour/other exploitative situations and restored to families through ICPS structures and mechanisms.



- **PREVENTIVE**—Support to families living in extreme conditions of deprivation or exploitation to enable the child to remain in his/her family

Eligibility criteria for all types of sponsorship will remain more or less the same. For preventive sponsorship, priority will be given to children rescued from trafficking, survivors of sexual offence, rescued child labour and children with special needs.

Preventive Sponsorship may be given for medical, nutritional and educational purposes.

Each preventive sponsorship application will be recommended by the local CPC and the CPC will also facilitate regular monitoring of the progress of the child.

All sponsorship cases will be followed up on a monthly basis by the respective DCPU or any other child protection functionary deputed by SFCAC for this task.

## **2. Focus of the Scheme**

The scheme will focus on deinstitutionalization of children already residing in child care institutions. Hence, in the first phase of the implementation of the Integrated Child Protection Scheme, ICPS will give priority to Family based sponsorship for institutionalized children, who have either both or at least one parent alive, in order to facilitate their re- unification with their biological family, fit persons/guardians. In certain cases where the child stays with the grandparents, it can also be included.

## **3. Criteria for Selection of Children:**

- Children, of the age of 0 to 18 years.
- Children staying in child care institutions for more than six months continuously, who can be restored to their families, with financial support.
- Physically disabled children who are school drop out because of financial reasons.
- The total income of the family should not be more than Rs.1, 20000 per year.

(Income proof of the parent/guardian is to be authenticated by employer/local administrative authority)

- Priority shall be given to:

- Children of a single mother/widow/ divorced/abandoned family. .
- Children affected and infected with HIV/ AIDS.
- Children of Leprosy patients/HIV infected children.
- Children who are residing in Government Homes.
- Vulnerable children who are residing in institutions which are declared as "fit institutions".
- Children whose parent/bread earner is in a Correctional Home
- Children whose Parents suffering from chronic ailments and from terminal diseases.
- Parents are disabled and incapacitated to work.
- Vulnerable children and the families from the community who are the victims of abuse, child marriage, child trafficking and child labour.
- Orphan Children/child living with the extended family.
- Children whose parents are incapacitated due to accident and unable to take care with financially and physically.



#### **4. Financial Norms and allocation per child**

- Rs.2000 per child per month for maximum 2 children per family. The ratio between Centre and State Government will be 60:40 as mentioned under the ICPS budget. A proper care and exit plan should be devised for the child before the termination of the sponsorship.
- Duration-Maximum three years or up to 18 years, whichever is earlier—other than in exceptional circumstances. However, this period can be extended up to a maximum of one year based upon the review of the Sponsorship and Foster Care Approval Committee (SFCAC).
- If any child is migrating to another State while he /she is getting sponsorship then the sponsorship will be transferred to the DCPU/CWC of that state.
- Provision of strong interstate linkages should be there.

#### **5. Process of Approval**

##### **i) Role of CCI/SAA**

In case of children within institutions the first steps are to be taken by the Child Care Institutions (CCI) as below:

**Preparation of Individual Care Plan:** The CCIs are required to prepare Individual Care Plans (Annex A) (for rehabilitative sponsorship) and Form 7 of The West Bengal Juvenile Justice (Care and Protection of Children) Rules, 2017 within a month of admission, for each child within the Home. The care plan has to be prepared on the basis of home visits and detailed interviews of the parents and the child, and should include the needs of the child and the nature of difficulties faced by the biological family which prompted them to place the child in the institution, the family's current situation including their reaction to the suggestion that they can be considered for financial support if they are willing to have their child back with them and their motivation to continue the child's education.

**Identification & Recommendation for Sponsorship:** The individual care plan is to be prepared by the Probation Officer/Case Worker or the Child Welfare Officer in the CCI. In cases the Probation officer or Child welfare officer is not present then the social worker of the DCPU will be instrumental in facilitating the individual care plan. Based upon the ICP, the Probation officer (in cases of CCL) or the Child Welfare officer (in case of CNCP) of the CCI shall identify these children. Based on their assessment of the family's capacity to take care of the child, the CCI may recommend to the PO (IC), within one month of admission of the child, specific cases for restoration to family, with sponsorship support.

**Transmission of data to DCPU:** The CCI shall send the individual child care plans, as well as disaggregated data, of all the children in their institution which should include sex, age educational status and educational performance of child, child's health status, disability if any in child, to the DCPU. Such data shall be updated every month by the CCI.

##### **ii) Role of PO (Institutional Care)**

For such children who are in institutional care the identification for recommendation of children for deinstitutionalization through Sponsorship would be done by Protection Officer



(Institutional Care).

**Preparing list of children who would benefit from family based sponsorship service:** The PO(IC) of the DCPU will study the recommendations as well as data of all children received from all CCIs, and prepare a list of all the children whose own and family situation indicate that the child would benefit from restoration to the family with financial support. The PO may also include such children from the institutions who are not recommended by the CCI but are otherwise found eligible in coordination with the Home Management Committee under the presence of the DCPO. Such process should not normally take more than 15 days.

**Home Inquiry Report by CCI:** The PO(IC) will direct the concerned CCI to prepare a Home Inquiry Report, of the family in a prescribed format (Annex B), after a home visit by the CWO/PO of the CCI. Family visits of the individual child will be done by the social worker of the DCPU. In addition to that the counselor in the DCPU will also be instrumental in assessing the children in the institutions to verify whether the child is interested to continue his/her education and whether the child wants to return to his/her family. This will ensure child participation within the process. Such Home Studies should not take more than a month). In case of children whose family is residing in another district, the PO (IC) will request the DCPU of that district to conduct the Home study through a suitable agency.

**Recommendation to Protection Officer (Non-Institutional Care):** After receipt of the Home Inquiry/Study report, the PO(IC) will recommend suitable cases immediately to PO (NIC) for further processing.

### **iii) Role of Protection Officer-Non Institutional Care PO (NIC)**

In case the child is from another district, the PO(NIC) will be required to contact that particular DCPU for further follow up and contact with the child's family in that district. In this instance the child will then need to be transferred to that district after the Home Study and other formalities are completed. The PO (NIC) along with the VLCPC and CWC should ensure child's admission into a school near the child's residence prior to placement of the child in the family.

**Scrutiny of Documents:** The PO (NIC) will scrutinize the documents for eligibility of children recommended by PO(IC) for deinstitutionalization. He / she would then finalize recommendations for sponsorship and ask for a meeting of the SFCAC. These cases will be placed before the SFCAC for consideration and approval along with all necessary documents which should include-

- Order of CWC for placing the child in the institution.
- Individual care plan of the child.
- Home study report.

### **iv) Role of Sponsorship and Foster Care Approval Committee (SFCAC):**

Every district will have a Sponsorship and Foster Care Approval Committee (SFCAC). This Committee will be constituted in each district to implement and monitor the program and



would consist of the following members:

- District Social Welfare Officer- Chairperson
- District Child Protection Officer- Member Convener
- Protection Officer (Non-Institutional Care)-Member
- Protection officer (Institutional Care)-Member
- Chairperson/Member, Child Welfare Committee- Member
- Member JJB- Member
- Representative of SAA/CCI-Member
- Representative of a Voluntary Organization working in the area of Child Protection with experience in restoration and family reunification

The SFCAC will review each case and recommended family based sponsorship support in all cases found deserving by it to the CWC for issuing necessary order.

Duration for sponsorship is to be decided by SFCAC on a case to case basis depending on the family circumstances, age of the child etc. for a period not exceeding three years. In exceptional cases the SFCAC may decide to extend the period of support beyond three years if, during review it finds that the child is doing well within the family and continued support is essential for the wellbeing of the child.

#### **iv) a) Role of DSWO**

As the Chairperson of the SFCAC, the DSWO is to ensure that the meeting of the said committee is being held regularly and applications are not kept pending.

In case of deference of opinion among the members regarding approval/rejection of an application, the decision of the majority shall prevail, but in case there is no such majority, the decision of the DSWO as the Chairperson of SFCAC shall prevail.

#### **v) Role of CWC/JJB**

The JJB/CWC will examine the Individual Care Plan of the child, Home Study report of the family and approval of SFCAC submitted by the PO (NIC) to satisfy itself regarding the suitability for restoration with family with sponsorship support. The CWC should also ensure that the child has got admission into school before the placement order is passed.

In case of a child who is able to understand as per his age and maturity, the CWC may also interview the child to take his/her consent.

The JJB/CWC shall make an order in prescribed format given in form 36[Rule 24(5)] of The West Bengal Juvenile Justice (Care and Protection of Children) Rules, 2017 for support to the child through sponsorship, and send a copy to DCPS for appropriate action.

#### **vi) Role of DCPU**

1. The Sponsorship programme shall be implemented by the DCPU which shall provide a panel of persons or families or organization in sponsoring a child.
2. The DCPU shall forward the panel to the SFCAC after initial scrutiny/examination of the documents.



3. The DCPU would send the list of the children approved for sponsorship support to the Head of the concerned Village level child protection committee in the village and ward level child protection committee in urban areas. The members of the VLCPC and WLCPC will also be involved in the tracking of the cases.

#### **Preparation of Child and Family:**

The DCPO, of the district where the family is residing, through the PO (NIC) or a Social Worker, will guide the family and the child regarding the support that they would be given and the responsibilities they would be required to fulfill under the sponsorship program. He/she will need to explain to biological parents that they are responsible for providing shelter, food, medical needs, and education as well as emotional care and nurturing to the child and that it is binding on the biological parents that if their child is of school going age i.e. above 6 years, they have to ensure that the child attends school. Children between 3-6 years are to regularly attend the Anganwadi centre. He/she will need to inform them that they will receive a monthly grant of Rs.2000 per child for this purpose and that the progress will be reviewed quarterly.

Prior to re-integration of the child into his/her own family, the child and the family would be counseled, consent of the child obtained and the child and family is prepared to attend counselling and good parenting sessions if considered necessary in order to adapt to the new situation .

#### **Commencing Sponsorship support (and Placement in Family in case of deinstitutionalized children):**

- The DCPO will open a Post Office account/bank account in the name of the child, to be operated by the child's guardian, preferably by the mother.
- The money will be directly transferred from the DCPS's bank account to the Post Office/bank account of the child at the beginning of every quarter.
- The DCPO will arrange for escorting the child from the CCI to the family's residence.
- The DCPO or PO (NIC) will provide assistance to the family in enrolment of the child in a school near his/her place of residence, through SSA. He/she will also ensure that all facilities including uniforms, books etc. are provided to the child as under the rules of SSA.

DCPO should facilitate the child's family to apply for and acquire strengthening of the family through convergence with other Departments will enable the families to look after the children better and will eventually reduce dependence on sponsorship support. The DCPU may establish linkages with other Departments including Rural Development Agency, Panchayati Raj Institutions, Tribal Development Agency to enable the child and the families to avail of benefits to which they are entitled through convergence. Such efforts may include housing through Indira Awas Yojana, employment through NREGA, and support to women through self-help groups and assistance in getting loans.

- To ensure AADHAR card for each such child to make the support sustainable.
- The DCPU will ensure the parents role by signing an undertaking with the parent on commencement of the sponsorship.



## **Counselling and Guidance:**

Once the sponsorship support begins, the counselor in the DCPU will provide supportive services such as counseling and guidance programs for holistic development of children and capacity building of the family towards long term empowerment through work with individual families as well as work with them in groups.

### **vii) Role of Parents**

The parents will–

- sign an undertaking that they would take care of all the needs of the child (Annex C).
- ensure that he/she attends anganwadi/school (75%attendance).
- ensure that the child receives age appropriate nutrition including timely immunization.
- ensure that the child is not put into gainful employment and/or in exploitative situation.
- Attend counselling and good parenting sessions.

## **6. Monitoring and Review**

### **Tracking Progress of the Child**

The PO (NIC) will maintain an individual case file for each child under sponsorship and draw up a clear care plan after discussion with the child and the parents.

The PO (NIC) will make quarterly home and school/ anganwadi visits, obtain attendance certificates and maintain records of the same. During the home visit, the PO would also note the general well being of the child including his/her health and general family environment.

DCPU should facilitate parents to obtain 'Aadhar' number (which would be compulsory by 2014-15) for themselves and the child. This would form the basis for tracking the child.

An annual review will be conducted for each child under sponsorship by the SFCAC to determine if the child is being well taken care of and is well adjusted. On the basis of this review the approval for continued sponsorship support will be given. The SFCAC will also review if the DCPU has made adequate efforts for family strengthening through convergence with other Departments.

Only in exceptional circumstances, if the sponsorship is required for more than three years/ the period stipulated in ICPS, a review will be conducted by SCPS to ensure that the child is progressing well and that all efforts have been made to strengthen the family. The extension may be allowed for a maximum period of one year.

**Records to be maintained by DCPU:** The PO (NIC) of the DCPU will have to maintain the following records:

- Intake register- mentioning details of all the children referred for sponsorship assistance;
- Master register of children covered under the family based sponsorship program;
- Annual register of children covered under the family based sponsorship program;

This register should provide a disaggregated picture of the whole process including:

- Date of placement,



- Gender
- Age of child at time of placement,
- Parental status- occupation, education, health status (suffering from an incurable or terminal disease), disability status, migrant
- Educational status of child,
- Period of placement according to the order of the CWC,
- Child's educational progress,
- Number of children sponsored in the family,
- Date and reasons of termination of placement.
- Register of disbursement of sponsorship grant to family.
- Minutes of the meetings of the SFCAC and DCPC.
- Individual file of every child placed in family based sponsorship service which should have the following documents:
  - a) Source of referral,
  - b) Home study report of the biological family and the child,
  - c) Individual care plan envisaged at time of placement,
  - d) The placement order of the District CWC,
  - e) Number of visits to the sponsored child and his/her family, child's school and significant details of each visit,
  - f) Observations made at the time of each review of the placement in terms of extent and quality of compliance with care plans, child's developmental milestones, child's progress at school, and change in family environment.
  - g) Date and reason for termination when case is terminated.

#### **Submission of Quarterly reports to SFCAC:**

The PO of the DCPU will place quarterly reports of each child before the Sponsorship and Foster Car Approval Committee (SFCAC) every quarter for review. In exceptional circumstances, where the progress of the child is highly unsatisfactory, the PO may specifically bring this to the notice of SFAC.

#### **Submission of Annual report to the DCPC and the SCPC:**

The PO-NIC of the DCPU will have to prepare a consolidated annual report which will need to be placed before the District Child Protection Committee (DCPC) and the State Child Protection Committee (SCPC) for review in order to ascertain the child's progress and the family's efforts at meeting the physical and psychosocial needs of the child.

#### **Termination of the Sponsorship:**

**SFCAC** may terminate the family based sponsorship service in the following circumstances-

1. When the child has achieved the age of 18 years.
2. When the family's economic position has improved and it does not need this service for meeting the educational needs of their child/children.
3. The child has stopped going to school/anganwadi (except in special instances of disability or illness of the child or any other extreme circumstances which shall be verified by DCPU). (Not maintained 75% attendance in school).



4. Child has been once again placed in an institution.
5. In case, child has medical problems (terminal and incurable disease) and parents are unable to take care.
6. In case both parents have become incapacitated or unfit to look after the child.
7. In case family is receiving any cash assistance for the child under any other Scheme of State/Central Government that is sufficient to be able to look after the child.
8. In case the child and family is unable to adjust even after being with each other for at least three months
9. In case, grandparents are incapacitate when parents are not alive.

The PO of the DCPU should place before the SFCAC the current situation of the child and family and reasons for possible termination of the service and seek its advice for further action on behalf of the child.

If the SFCAC decides to terminate the sponsorship, it may recommend alternate rehabilitation measure for the child, if required. This may include, Foster Care or Institutionalization. In such a case the PO (NIC) would approach the CWC for suitable placement of the child.

### **7. Management of Sponsorship & Foster Care Fund**

ICPS will support creation of a Sponsorship & Foster Care Fund which will be placed at the disposal of DCPU. An amount of Rs.10 lakhs will be provided annually to each DCPU under the scheme. The SCPS will review the utilization of the Fund and ask for clarifications when required. The State Governments/UT Administrations may augment this fund through additional grants and donations.

There will be no cash transfer from the Fund. The sponsorship amount will be directly transferred from the DCPU's bank account to the Post Office/Bank account of the child.



## ANNEX A

### INDIVIDUAL CARE PLAN FOR SPONSORSHIP

*Important: Individual care plan for each child shall be prepared following the principle of the best interest of the child. In preparing 'Individual Care Plan' the care options in the following order of preference shall be considered:*

*(i) Restoration of child to family*

*(ii) Sponsorship (iii) Kinship Care (iv) Foster Care*

*(v) In-country adoption*

*(vi) Inter-country Adoption*

*(vii) Institutional Care*

*Based on the information given below, any one of the above mentioned options could be selected as the most suitable for the child.*

**Case/Profile No. of 20\_\_\_\_(year) of the Juvenile Justice Board/Child Welfare Committee**

**Admission No:**

**Date of Admission: Name of Home: Address:**

#### **A. PERSONAL DETAILS**

1. Name of the Child:

2. UID number, if allocated:

3. Age:

4. Sex: Male/Female

5. Father's/Mother's name:

6. Nationality:

7. Religion:

8. Caste:

9. Address of family (if available):

10. Family background: -Social status/background, employment of parents:

11. Any siblings in the same or other Home? : Yes/No, if yes, how many?

12. Orphaned/abandoned/surrendered/placed by mother/father in Home



13. Purpose of being placed in Home:

14. Summary of Case History (give details):

14.1 Health Status:

- Is the child currently being treated for any illness or other physical problem?
- Does the child have any special needs?
- Is there any history of mental illness?
- Has the child been immunized?
- If yes to any of the above, Please give details and attach doctor's/medical report and type of treatment being received

14.2 Educational Status:

- Education level:
- Is the child attending any formal education within the institution? Please give details.
- Is the child enrolled in any formal education outside the institution? Please give details
- Is the child attending any Bridge course/non-formal education within institution?
- Not undergoing any educational programme
- In case of child with special needs please state what education is being provided

14.3 Emotional and Psychological Support

- Is there any history of abuse or exploitation? (Physical or emotional)
- Is the child currently undergoing counselling? If so, please give reason.
- Please give details of any attachments, relationships etc.

14.4 Leisure, creativity and play

- Does the child have an aptitude for any particular creative activity, music or sport? If so, please give details.

14.5 Religious beliefs

- Does child have any religious beliefs? If, so please specify.

14.6 Social mainstreaming

- Is child undergoing any vocational training? If so, please give details of the training programme/course



- Has the child been given any training for life skills?

- Is there any programme/training for the child with special needs? If so, please specify. Please also state the most suitable option for the child as per options mentioned above:

Based on the above mentioned information a care plan for the child will be required to be prepared as per the following:

SL. NO.	COMPONENT	STATUS	PROPOSED PLAN
1.	Health	Current course of treatment, if any.	
2.	Education	Current level or if enrolled in any course/school (formal or non-formal) :	
3.	Vocational Training	Current course:	
4.	Other Activities	Life skill training, Sports, arts, music and crafts, any other.	
5.	Counselling	-Current status for child:	
6.	Any other		

**B.POST- RELEASE REPORT - (FOR CHILD WHO IS BEING SENT HOME TO FAMILY WITH SPONSORSHIP SUPPORT)**

**B1. THE FOLLOWING INFORMATION WILL BE REQUIRED ON A ONE-TIME BASIS**

1. Name of the Probation Officer/Case Worker:

2. Month:

3. Registration No.

4. Profile No.

5. Name of the Child

6. Date of Sponsorship Order

7. Address of the Child



8. Period of Sponsorship

9. Savings Bank Account in his/her name (if any)

10. Status of Bank Account: Closed / Transferred

11. Has Bank Account/Post Office account been opened in child's name after child is placed back in the family with sponsorship support?

12. Earnings and belongings of the child: handed over to the child or his/her parents/guardians – Yes/No

13. Requisition for escort if required

14. Identification of escort

15. Final progress report of the officer-in-charge/probation officer/child welfare officer/case worker/social worker (to be attached)

**B2. QUARTERLY PROGRESS REPORT OF THE PROBATION OFFICER/CHILD WELFARE OFFICER/CASE WORKER/SOCIAL WORKER/NON-GOVERNMENTAL ORGANISATION IDENTIFIED FOR FOLLOW-UP WITH THE CHILD POST-SPONSORSHIP**

Date of visit:

**1. PROGRESS OF THE CHILD AS PER THE FOLLOWING COMPONENTS:**

SL. NO.	COMPONENT	STATUS	PROGRESS
1.	Health	Current course of treatment, if any. Special Needs, if any.	
2.	Education	Current level or if enrolled in any course/school (formal or non-formal) :	
3.	Vocational Training	Current course:	
4.	Other Activities	Life skill training, Sports, arts, music and crafts, any other.	
5.	Counselling	-Current status for child:	
6.	Any other		



2. Family's behaviour towards the child as observed
3. Social milieu of the child, particularly attitude of neighbours/community
4. Child's behaviour at Home and whether he/she has adjusted to being back in the family
5. Has the child has been admitted to a School or vocation? Give date and name of the school/institute/any other agency
6. Has child attended school regularly? (Officer to check school records, minimum 75% attendance and meet with teachers regarding child's performance) If not, please state reasons why?
7. Remarks on his/her general conduct and progress.
8. Is the child properly cared for? (General appearance of child)
9. Gender Issues: Please note if there is any discrimination from other children and if the child is being properly cared for. Please also observe for any signs of neglect or abuse.
10. Please note if there is any sign of abuse (physical/emotional) and recommend suitable measures if required.
11. Has child received age appropriate immunisation? Pl give record.
12. Has child faced any serious medical problem? If yes, please state.
13. Recommended rehabilitation plan including possible placements based on the individual care plan prepared.

Date of report

Signature of the Probation Officer/Case Worker\_\_\_\_\_



## **ANNEX B**

### **FORMAT FOR PREPARATION OF HOME STUDY REPORT (HSR)**

(Professional social worker with MSW/MA Psychology background attached to an adoption agency or any competent person identified by the State Government is competent to prepare Home Study Report.)

Assessing the ability of parents to take care of the child with sponsorship support after the child has been in institutional care is very important for the wellbeing of the child and for the family.

Positive qualities that can be identified are: - an evident enthusiasm to have the child back in the family, adjustability and tolerance in their requirements of the child. Negative characteristics can be identified as: - tension in their marital relationship, or indecisiveness in their commitment to keeping the child at Home. It is important to note that the family will not use the money meant for the child on other purposes that will adversely affect the child. The family environment is of utmost importance:

**Reference No:**

**Name of Child:**

**a. Identifying Information:**

**Details of Father:**

Name of Father:

UID number, if available: Age:

Address: District:

Educational Qualifications of Father: Financial Situation:

Occupation: Health History:

Is father under any treatment? If so, please give details

**Details of Mother:**

Name of Mother:

UID number, if available: Age:

Address: District:

Educational Qualifications of Mother:

Financial Situation: (Is Mother currently employed? If so, what is approximate income? If not employed, since when?)



Occupation: Health History:

Is Mother under any treatment? If so, please give details

(b) Details of other children and family members

Name and age of other siblings (if any):

Current relationship between the parents and children, if any; Details of other family members:

Home and Neighborhood:

(c) Description and amenities of the home

Is the place of residence of family safe and suitable for the child? Are the sanitation facilities adequate?

(d) Is there a School in the neighborhood?

-Private or Government?

-Distance to School?

(e) Are there any health facilities available in the neighborhood? Eg. PHC?

(f) Why did parents place child in the institution? Or/ How did child reach/enter institutional care?

(g) Year when parents sent child to institution.

(h) For how long was child in the institution? / Number of years that child was in the institution

(i) Any other observation/comment



## ANNEX C

### UNDERTAKING BY THE PARENT OR 'FIT PERSON' TO WHOM THE CHILD IS RESTORED

I \_\_\_\_\_ resident of House no \_ Street

\_\_\_\_\_ Village/Town \_ District \_\_\_\_\_ State

\_\_\_\_\_ do hereby declare that I am willing to take charge of (name of the child)

\_\_\_\_\_ Aged \_ under the orders of the Child

Welfare Committee as per the Sponsorship Programme \_\_\_\_\_ subject to the following terms and conditions:

- i. If his/her conduct is unsatisfactory I shall at once inform the Committee.
- ii. I shall do my best for the welfare and education of the said child as long as he/ she remain in my charge and shall make proper provision for his/her maintenance.
- iii. In the event of his/her illness, he/she shall have proper medical attention in the nearest hospital.
- iv. I agree to adhere to the conditions of the sponsorship programme
- v. I undertake to produce him/her before the competent authority as and when required.

Date this .....day of .....

**Signature**

**Signature and address of witness (es) (Signed)**