



# **Guidelines for Establishment of Child Friendly Police Stations**

**LAWS PRESCRIBING 'CHILD FRIENDLY' PROCEDURES, PROCESSES, CONDUCT AND ESTABLISHMENTS**



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## FOREWORD

India is a country with the largest child population in the world. As children are at the centre of all development programmes, every initiative has to take into consideration, the best interest of the child. India has adopted a number of laws and formulated a range of policies to ensure children's protection and improvement of their situation. Amongst all these laws, Juvenile Justice (Care and Protection of Children) Act, 2015 is a comprehensive legislation concerning children in need of care and protection and children in conflict with law. The Act was introduced to enable the processes and systems becoming more child friendly and sensitive to the needs and rights of children. Child friendly implies physical space provided, language used, accessibility of Child Welfare Police Officers, quality of intervention, procedures followed, access to legal aid and respecting the wishes of the child.

Children are the most important asset of any nation and need to be nurtured in a dignified manner where they are protected and have access to all their entitlements for their overall development but are also more vulnerable due to illiteracy; poverty etc. and therefore they are also exposed to violence, abuse and exploitation. Juvenile Justice Act is a progressive legislation which provides for proper care, treatment, development and rehabilitation of the most vulnerable children of our society that is children in conflict with law and children in need of care and protection.

Most often, police is the first point of contact for children when in difficult circumstances. Keeping in view the significant role of the police the Act mandates the State governments to create a Special Juvenile Police Unit in every district of the State. The Act further under Section 107 requires that such police officers who frequently or exclusively engage with children or are primarily engaged in the prevention of offences committed by children go through special training, instruction and orientation on how to deal with such children in a child friendly manner. The Act also proposes that at every police station, at least one police officer shall be designated as the 'Juvenile or Child Welfare Officer' to deal with children and coordinate with others.

Guidelines for establishment of Child Friendly Police Stations is an attempt to develop a pool of child-friendly police personnel and better compliance with various legal provisions and Acts relating to child rights and child protection. This will also help in creating the Child Friendly Spaces where children will feel more at ease to express their problems openly to the concerned officers as often they have nobody else especially in cases of child sexual abuse by persons the child trust most.

I hope the Guidelines for establishment of Child Friendly Police Stations will help the police personnel and other duty bearers to understand and play their role effectively to implement the provisions of the Act for better care, protection and rehabilitation of our children.

**Stuti Kacker**  
**Chairperson**

## Acknowledgements

As per JJ Act 2015, Special Juvenile Police Unit is working in the State for protection of rights of children in need of care and protection and children in conflict with law. Hence Child Friendly Procedures in police station would play an important role in better delivery of services as it would ensure a child friendly environment in a police station where a child can communicate without any fear and would also receive proper care and protection.

Guidelines for establishment of Child Friendly Police Stations have been developed as Rights based approach to guarantee Children's right to Survival, Development, Protection and Participation, especially protection in situations of crisis and difficulty. A safe environment would be made available for children, with basic facilities like adequate drinking water and sanitation facility, food, clothes, recreational facilities etc. Such police stations will help the children to file their complaints in a friendlier atmosphere. In addition, children who have allegedly committed offences would be dealt according to their age.

The National Commission for Protection of Child Rights (NCPCR) acknowledges the support of Ms. Nimisha Srivastava, State Technical Consultant, UNICEF Gujarat and Ms. Tannistha Datta, Child Protection Specialist, UNICEF whose support and technical inputs have made the development and standardization of these guidelines possible.

I express my sincere gratitude to Ms. Stuti Kacker, Hon'ble Chairperson, National Commission for Protection of Child Rights (NCPCR) for her active involvement, guidance and support during the entire process of drafting of the Guidelines.

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My special thanks are extended to Dr. Priyanka Singh, Junior Technical Expert, NCPCR for assisting the Commission throughout the entire exercise of making of these Guidelines.

**Rupa Kapoor Member, NCPCR**

## Acknowledgements

The child protection system in India needs to be strengthened so that children can be reached out and saved from any kind of abuse and exploitation. This initiative is the first of its kind initiative in India to make police stations children-friendly.

The Child Friendly Police Stations guidelines will equip police personnel with appropriate knowledge to effectively exercise their duty, ensure better protection of Child Rights and prevent the abuse of minors. The makeover will ensure children who are victims or accompanying complainants are looked after properly in the Police station. The children may be victims, informants or accompanying their parents to file a complaint for protection of their rights and therefore it is important that their complaints are heard and looked into seriously.

I express my gratitude to Ms. Stuti Kacker, Hon'ble Chairperson, National Commission for Protection of Child Rights (NCPCR), for her guidance and support.

Acknowledgements are also due to my colleagues Smt. Rupa Kapoor, Member, Shri. Priyank Kanoongo, Shri. Kulbir Krishan, Advisor (JJ & POCSO) and Dr. Dhani Ram, Senior Consultant (JJ & POCSO) and UNICEF for their valuable inputs

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**Yashwant Jain**  
**Member, NCPCR**

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## List of Abbreviations

BSA	Bal Suraksha Abhiyan Trust
CCL	Child in Conflict with Law
CCTV	Closed-circuit television
CFPS	Child Friendly Police Station
CNCP	Child in Need of Care and Protection
CWC	Child Welfare Committee
CWPO	Child Welfare Police Officer
DCPU	District Child Protection Unit
DLSA	District Legal Services Authority
F.I.R	First Information Report
IEC	Information, Education & Communication
IPC	The Indian Penal Code, 1860
JJ Act	The Juvenile Justice (Care and Protection of Children) Act, 2015
JJB	Juvenile Justice Board
MWCD	Ministry of Women and Child Development
NCPCR	National Commission for Protection of Child Rights
NGOs	Non Governmental Organisations
POCSO Act	The Protection of Children from Sexual Offences Act, 2012
SCPCR	State Commission for Protection of Child Rights
SJPU	Special Juvenile Police Unit
UNCRC	United Nations Convention on the Rights of the Child
UNICEF	The United Nations Children's Fund

## INTRODUCTION

The Government of India has passed two landmark legislations for the protection of children – the Protection of Children from Sexual Offences Act, 2012 and the Juvenile Justice (Care and Protection of Children) Act, 2015. Both these laws define a child as anyone below the age of 18 years.

Offences under the Protection of Children from Sexual Offences Act, include having sexual relations with a child, touching a child’s private parts, using child for pornographic purposes including showing pornography to a child, making a child perform sexual acts, using sexually explicit language or gestures with a child, storing explicit material involving children and trafficking of children for sexual exploitation. The Act provides specifically for *child friendly procedures*, speedy trial of cases as well as rehabilitation of child victims.

The Juvenile Justice (Care and Protection of Children) Act, 2015 (JJ Act) aims to cater to the “basic needs” of children alleged or found to be in conflict with law and children in need of care and protection “through proper care, protection, development, treatment, social re-integration, by adopting a *child friendly approach*... in the *best interest of children*”. With these words in its Preamble itself, the JJ Act makes it clear that the focus of the legislation is to adopt the the best possible child friendly atmosphere to provide care, protection and rehabilitation services to the child. The ‘child friendly approach’ is thus a central feature of the Act.

## Definition of a Child

According to the *Juvenile Justice (Care and Protection of Children) Act, 2015*:

“*child*” means a person who has not completed 18 years of age;

“*child in conflict with law*” means a child who is alleged or found to have committed an offence and who has not completed 18 years of age on the date of commission of such offence;

“*child in need of care and protection*” means a child—

(i) who is found without any home or settled place of abode and without any ostensible means of subsistence; or



- (ii) who is found working in contravention of labour laws for the time being in force or is found begging, or living on the street; or
- (iii) who resides with a person (whether a guardian of the child or not) and such person—
- (a) has injured, exploited, abused or neglected the child or has violated any other law for the time being in force meant for the protection of child; or
  - (b) has threatened to kill, injure, exploit or abuse the child and there is a reasonable likelihood of the threat being carried out; or
  - (c) has killed, abused, neglected or exploited some other child or children and there is a reasonable likelihood of the child in question being killed, abused, exploited or neglected by that person; or
- (iv) who is mentally ill or mentally or physically challenged or suffering from terminal or incurable disease, having no one to support or look after or having parents or guardians unfit to take care, if found so by the Board or the Committee; or
- (v) who has a parent or guardian and such parent or guardian is found to be unfit or incapacitated, by the Committee or the Board, to care for and protect the safety and well-being of the child; or
- (vi) who does not have parents and no one is willing to take care of, or whose parents have abandoned or surrendered him; or
- (vii) who is missing or run away child, or whose parents cannot be found after making reasonable inquiry in such manner as may be prescribed; or
- (viii) who has been or is being or is likely to be abused, tortured or exploited for the purpose of sexual abuse or illegal acts; or
- (ix) who is found vulnerable and is likely to be inducted into drug abuse or trafficking; or
- (x) who is being or is likely to be abused for unconscionable gains; or
- (xi) who is victim of or affected by any armed conflict, civil unrest or natural calamity; or
- (xii) who is at imminent risk of marriage before attaining the age of marriage and whose parents, family members, guardian and any other persons are likely to be responsible for solemnisation of such marriage;

## Meaning of the term ‘Child Friendly’

*Section 2 (15) of the JJ Act defines the term ‘child friendly’ as “any behaviour, conduct, practice, process, attitude, environment or treatment that is humane, considerate and in the best interest of the child”. Section 2 (9) defines “best interest of child” as “the basis for any decision taken regarding the child, to ensure fulfilment of his basic rights and needs, identity, social well-being and physical, emotional and intellectual development”. It is important to note here that the child friendly approach should be reflected in every aspect of the experience of the child in conflict with law or the child in need of care and protection. It includes the behaviour, tone and attitude of the people interacting with them, the physical infrastructure surrounding them, the procedures that he/she is taken through within the ambit of the law, the general environment surrounding the child, whether he/she is in a police station, a child care institution, a court, a government office, a hospital or any other location.*

The police often being the first responder’s to a child and his exposure to the Juvenile Justice System, play a very important role in the implementation of child friendly approach. *Section 107 (1) of the JJ Act mandates “In every police station, at least one officer, not below the rank of assistant sub-inspector, with aptitude, appropriate training and orientation may be designated as the child welfare police officer to exclusively deal with children either as victims or perpetrators, in co-ordination with the police, voluntary and non-governmental organisations.” Section 107 (2) provides for the creation of a ‘Special Juvenile Police Unit’ in every district, to coordinate all functions of police related to children.*

Rule 8 (3) (v) of Juvenile Justice Model Rules 2016 provides that the police officer apprehending a child alleged to be in conflict with law shall not compel the child to confess his guilt and he shall be interviewed only at the Special Juvenile Police Unit or at a child-friendly premises or at a child friendly corner in the police station, which does not give the feel of a police station or of being under custodial interrogation. The parent or guardian, may be present during the interview of the child by the police.

Section 19 and 24 of the POCSO Act provide that while reporting the offence and recording the statement of a child, the police officer shall follow the specific procedure mentioned therein.

Section 21 of the POCSO Act envisages mandatory reporting of commission of offences.

Section 32 of the Juvenile Justice Act, 2015 provides mandatory reporting of a child found separated from family or guardian.

Section 33 of the POCSO Act provides that the Special Court shall create a child-friendly atmosphere by allowing a family member, a guardian, a friend or relative, in whom the child has trust or confidence, to be present in the court.

Keeping in view the provisions under Section 19, 24 and 33 of the POCSO Act, 2012, the provisions of the Juvenile Justice Act, 2015 and Juvenile Justice Model Rules, 2016, every Police Station should have either a child friendly room or corner where children who are victims under the POCSO Act, 2012 can be dealt with in a sympathetic manner. States like Uttar Pradesh, Jharkhand, West Bengal and Chhattisgarh have already taken the initiative to make child friendly atmosphere in Police Stations keeping in mind the local culture and ethos.

The National Commission for Protection of Child Rights is of the opinion that in order to protect the best interest of children, model Guidelines for Child Friendly Police Stations should be developed to create Police Stations as “Child Friendly Police Stations” having all required infrastructural facilities necessary for conducive environment for children. The guidelines for ‘Child Friendly Police Stations’ attempt to outline the different elements of the child friendly approach to be followed at all police stations, in compliance of the above mentioned provisions of the JJ Act and the POCSO Act.

## Objectives

*Child Friendly Police Station is an initiative to make police and policing system sensitive to needs of young citizens.*

1. To guide the police officials in addressing issue of child protection.
2. Develop the knowledge, understanding, attitudes and skills of police officers so that every child who comes into contact with them is treated as they would want their own child to be treated.
3. Give police a better understanding of laws that relate to children and their practical application.
4. Bridge the gap between theory and practice relevant to policing and child rights / child protection so that police are able to act in the best interests of children.
5. Enable police to distinguish between a child in need of care and protection, a child who is in conflict with the law as also an adult criminal.
6. Motivate the police to take an active part in bringing about positive changes in the lives of children in difficult circumstances.
7. To help the children to file their complaints in a friendly atmosphere.
8. To protect minor girls, ensure that only women CWPO speaks to the child victims subjected to sexual assaults and audio-visual recordings of the complainant's verbatim accounts to be preserved.
9. To ensure that in case of child victims and children in conflict with law, the identity of the children be kept confidential and Child Welfare Committee and Juvenile Justice Board will be the authorities to be approached first in these cases.
10. Creating a safe environment for the children with basic facilities like adequate drinking water and sanitation facility, food, clothing, recreational facilities etc.
11. Fixing accountability of Child Friendly Police Station to organise community programmes to create awareness regarding child abuse.

## Indicators of Child Friendly Police Station

### Official setup

1. There should be a 'Child Welfare Police Officer' designated at every police station, not below the rank of Assistant Sub-Inspector with aptitude, appropriate training and orientation to exclusively deal with children either as victims or perpetrators in co-ordination with the police, voluntary and non-governmental organisations.
2. The CWPO in particular and all police personnel in general should be given regular orientation and training in child related laws including the JJ Act, POCSO Act, the Immoral Trafficking (Prevention) Act, 1956, the Child Labour (Prohibition and Regulation) Act, 1986, the Prohibition of Child Marriage Act 2006 and other relevant laws.
3. The CWPO and data entry operator of the Police Station should also be given training on making and updating regular entries in the 'Track the Missing Child' portal.
4. The CWPO should attend all the meetings of the Special Juvenile Police Unit and maintain records of the same.
5. The CWPO should be provided adequate resources like computer, printer, internet connection, transport facilities for immediate response to child's need.
6. Funds should be provided to the CWPO or case worker for the safety and protection of children and provision of food and basic amenities including travel cost and emergency medical care to the child apprehended or kept under their charge during the period such children are with them.

### Environment and physical infrastructure

7. There should be a separate child friendly corner/room in the police station for interactions with children, with space and furniture available for children to sit comfortably.
8. There should be women police officers/female social worker for talking to girl children.
9. There should be a notice board displaying the name and contact number of the CWPO, the District Child Protection Officer, the Child line number (1098), NCPCR POCSO e-box number (9868235077), the numbers of Members of Juvenile Justice Board, the Child Welfare Committee, the names and numbers of the Chairperson and Members of the State Commission for Protection of Child Rights as well as the sitting schedules of the JJB and the CWC.
10. Facilities like clean drinking water, a separate toilet for use by children and refreshment for children should be provided.
11. The child friendly corner/room should be distinguished from other parts of the police station by means of colourful posters, age appropriate toys and separately maintained furniture, so as to make the child feel as comfortable as possible.
12. If possible, the room/corner should be kept under CCTV surveillance to ensure the child is treated properly.

13. There should be provision for audio/video recording of the child's statement.
14. NGOs/Civil Society organisations working on Child Protection in the area/district where the police station is located should provide IEC material in the local language to be kept at the child friendly corner/room, with easy to understand information on the rights of children and the various services that children and their families can access for protection, legal aid, medical assistance and any other support that they might require.
15. The child friendly room/corner should have a separate entrance, if possible so that child does not come into contact with the accused.

### **Attitude**

16. There should be no bias or pre conceived notion about the children based on their current situation or socio-economic status.
17. Police personnel should not blame the child or the child's family for the child's circumstances.
18. There should be no discrimination against the child on the basis of sex, caste, religion, region, language and economic or social status.
19. Police personnel should behave politely with children, keeping their psychological condition in mind.
20. Police personnel should listen alternatively to the child and not treat the child like a criminal.

## Guidelines specific to Children in Need of Care and Protection

### Behaviour and Conduct

- The police officers interacting with the child should take care of their body language, gestures, eye movements, expressions and tone of speaking should be aimed at making the child feel comfortable and secure and not intimidate the child in any way.
- The police officer interacting with the child should behave at all times as a well wisher of the child and keep the best interest of the child uppermost as the basis of all their actions.
- In no circumstances should bad, abusive or negative language be used with the child.
- The police officer interacting with the child should not violate the personal space of the child and should not have physical contact with the child, as far as possible.
- The police officer should not cause any physical or mental suffering to the child.
- The police officer interacting with the child should not consume any form of tobacco or any other addictive substance while interacting with the child.
- The police officer should not talk on the mobile phone or check it for other communication during interaction with the child.
- The police officer should not act in aggressive manner in the presence of child.
- The police officer interacting with the child should have requisite knowledge of child related legislation.

### Practice and Processes

- All procedures should be followed keeping in mind the child's self respect and dignity.
- The Child Welfare Police Officer (CWPO) should be in civil dress during interactions with the child.
- It should be ensured that the child is not kept at the police station overnight under any circumstances.
- The child's privacy and confidentiality of personal details should be maintained at all times.
- An F.I.R should be filed within 24 hours in case of a child found missing. In cases of children missing for more than 15 days, a case of trafficking should be registered.
- In case of offence against children F.I.R should be registered monthly.
- Timely and dedicated inquiry should be made to trace the parents or families of children found lost.
- The police officer interacting with the child should listen carefully and respectfully to everything the child says and should consider it carefully.
- A regular case diary for every child should be maintained.
- It should be ensured that the identity of the child- name; address, parent's name, name of the school etc are not disclosed to or published by the media.

- The statement of the child should be recorded in a polite manner, keeping in mind the mental state of the child.
- When a child is asked to sign any document, it should be explained to him/her in detail what is written in the document and what will be the impact of the child signing it. The child should be informed that if he/she does not agree with what is written, he/she can say what modification needs to be made. Assistance of translator or expert should be obtained whenever necessary.
- Availability of a woman police officer/female social worker while interacting with a girl child should be ensured.
- Protection to the child victim and her family should be provided.
- It should be ensured that there is no contact between the accused and the child victim during the police inquiry and identification of the accused.
- Conducive atmosphere should be created before interacting with the child.
- The child and his or her family should be informed about the availability of para legal volunteers and support persons.
- It should be ensured that the child's statement is recorded exactly as said by the child in the presence of the child's parents or any other person in whom the child reposes trust or confidence. It should be ensured that the statement of child is recorded by audio-video or electronic means.
- The police officer should use positive disciplining with the child, if needed. This entails maintaining calm behaviour with the child, and telling them gently if they are behaving in a wrong manner.
- It should be ensured that the child is not hungry or thirsty and adequate provisions of food and water should be made if they are.
- It should be ensured that there are no instances of mistreatment or misconduct with the child and any complaints in this regard should be acted on promptly.
- The child and her family should be made aware of availability of free legal aid services.
- It should be ensured that child victims of sexual assault undergo a medical examination as promptly as possible within 24 hours and medical treatment as required should be provided to the child as also counselling and psychological support.
- Girl child rescued from prostitution or immoral activities should be treated as child in need of care and protection and be produced before the CWC.
- The child and her family should be informed about the government schemes available to provide assistance or relief to them, especially the victim compensation scheme.
- It should be ensured that child victims of abuse or violence and their families are kept updated about processes and developments in the case.
- The child victims and their families should also be informed if a bail application is filed on behalf of the accused and when it is listed



- If a child in need of care and protection cannot be produced before CWC promptly, the child should be kept in a children's home for overnight protective stay and thereafter be produced before CWC.
- Victims in POCSO cases who fall in category of CNCP should be mandatorily produced before CWC, in other cases a report should be made to CWC regarding such cases.

## Guidelines specific to Children in Conflict with Law

### **Behaviour and Conduct**

- The police officers interacting with the child should take care of their body language, gestures, eye movements, expressions and tone of speaking should be aimed at making the child feel comfortable and secure and not intimidate the child in any way.
- The police officer interacting with the child should behave at all times as a well wisher of the child and keep the best interest of the child uppermost as the basis of all their actions.
- In no circumstances should bad, abusive or negative language be used with the child.
- The police officer interacting with the child should not violate the personal space of the child and should not have physical contact with the child, as far as possible.
- The police officer should not cause any physical or mental suffering to the child.
- The police officer interacting with the child should not consume any form of tobacco or any other addictive substance in presence of the child.
- The police officer should not talk on the mobile phone or check it for other communication during the interaction with the child.
- No one should be scolded in presence of child and police officer should not act in an aggressive manner in presence of children, particularly of tender age, get scared seeing others being scolded.
- The police officer/s interacting with the child should treat them with a child friendly attitude and not like a criminal.
- The police officer interacting with the child should have requisite knowledge of child related legislation.

### **Practice and Processes**

- All procedures should be followed keeping in mind the child's self respect and dignity.
- The child's privacy and confidentiality of personal details should be maintained at all times.
- The police officer interacting with the child should listen carefully to everything the child says and should consider it objectively.
- A regular case diary for every child should be maintained.
- It should be ensured that the identity of the child- name; address, parent's name, name of the school etc are not published by the media.
- The statement of the child should be recorded in a manner, keeping in mind the mental state of the child.
- Child Welfare Police Officer should not ask the child to sign any statement. Assistance of translator or expert should be obtained whenever necessary.

- Keeping in view the gravity and nature of the offence, wherever possible, the child in conflict with law should be given bail at the police station level itself.
- A woman police officer/female social worker should be present while interacting with a girl child victim.
- Protection should be provided to the child in conflict with law and his or her family wherever necessary.
- The Child Welfare Police Officer (CWPO) should be in civil dress during interactions with the child.
- It should be ensured that the child is not kept at the police station overnight under any circumstances.
- The child and his or her family should be informed about the availability of para legal volunteers and free legal aid.
- The police officer/s interacting with the child should listen to the child carefully and should not compel them to confess to the alleged offence or sign any statement.
- It should be ensured that girl child in conflict with law is not apprehended after sunset and before sunrise.
- The child should not be handcuffed, fettered or put in a lock up under any circumstances or produced before a Criminal Court.
- The police officer should use positive attitude with the child, if needed. This entails maintaining calm behaviour with the child, and telling them gently if they are behaving in a wrong manner.
- It should be ensured that the child is not hungry or thirsty and adequate provisions should be made, if they are.
- It should be ensured that there are no instances of mal treatment or misconduct with the child and on such complaints should be acted upon promptly.
- The child in conflict with law and her/his family should be informed about the government schemes available to provide assistance or relief to them.
- It should be ensured that when a child is released on undertaking or even where the child is apprehended, the parents or guardian of the child are informed and also the probation officer should be informed the address of the Board before which the child is produced and of the home where the child is sent and also their families are to be kept updated about the process and developments in the case.
- It should be ensured that investigation is completed expeditiously and formal report is completed as early as possible
- The Social Background Report should be prepared after making proper inquiries.

## Stakeholders

The Child Welfare Police Officer should maintain regular interaction and coordination with the following:

### **Special Juvenile Police Unit (Section 107 read with Rule 86)**

- Attend all meetings, training sessions and send details of all child related cases that come to the Police Station.
- Coordinate and function as a watch-dog for providing legal protection against all kinds of abuse and exploitation of children and report instances of non-compliance for further legal action and take preventive steps so that children do not get involved in offence.
- Ensure registering; linking and monitoring of information regarding missing children received at the Police Station, and investigate immediately.

### **Child Welfare Committee (Sections 27-30 read with Rules 16 and 17)**

- Conduct inquiry on all issues relating to and affecting the safety and wellbeing of the children in need of care and protection that are brought before it.
- Take action for rehabilitation of sexually abused children who are reported as children in need of care and protection to the Committee by Special Juvenile Police Unit/ local police, under the Protection of Children from Sexual Offences Act, 2012;
- Co-ordinate with the police and other agencies involved in the care and protection of children with support of the District Child Protection Unit or the State Child Protection Society;
- Access appropriate legal services for children;
- Should pro-actively make inquiries where children are found loitering around or appear to be in a situation of distress.

### **Juvenile Justice Board (Section 8 read with Rules 7 and 8)**

- Conduct inquiry on all issues relating to children in conflict with law that brought before it.
- Adjudicate and dispose of cases of children in conflict with law in accordance with process of inquiry 4/5 14 of JJ Act, 2015.

- Ensure that all rights of child are protected throughout the process of apprehending the child, inquiry, aftercare and rehabilitation.
- Transfer to CWC, matters concerning CNCP at any stage.
- Ensure informal participation of child and parents/guardians in every step of the process.
- Order the police for registration of first information report for offences committed against any CCL or CNCP under this Act or any other law for the time being in force, on a complaint made in this regard.

**District Child Protection Unit**

- Maintain reports sent by JJB and CWC.
- Arrange for individual or group counselling and community services for children.
- DCPU to maintain list of translators, outreachers and special educators which may be drawn upon by police officer and child welfare officers.
- Conduct follow up of individual care plan for 16-18 years of children found to be in conflict with law for committing heinous offence.

**Probation Officers (Rule 64)**

- Establishing cooperation and understanding between the juvenile or the child and the officer-in-charge
- On receipt of information from the Police or Juvenile or Child Welfare Officer of the Police under clause (b) of section 13 of the Act, the probation officer shall inquire into the antecedents and family history of the juvenile or the child and such other material circumstances, as may be necessary and submit a social investigation report as early as possible in Form IV or XIII to the Board. Whereas the child welfare officer is to submit an social investigation report to the CWC

**District Legal Services Authority (Rule 8(3) (vii) )**

- Delhi State Legal Services Authority to provide free legal services to the children in conflict with law and to safeguard the interest of children in need of care and protection.

**Officer- in- charge of an institution (Rule 61 & 62)**

- Liaison, coordination and cooperation with the police, DCPU or other concerned officials of State Government as and when required

**Special Court (Section 28 of POCSO Act, 2012)**

- To be notified a court of session to be a Special Court, by State Government, in consultation with the Chief Justice of the High Court, for each District, for speedy trial of offences under the POCSO Act.

**Children Court (Section 25 of the CPC Act, 2005)**

- For the purpose of providing speedy trial of offences against children or of violation of child rights, the State government is to notify, in concurrence of the High Court, for each district, a Court of Session to be a Children's Court to try the said offences.

## Oversight Mechanism

- The officer in charge of the police station should ensure that the above guidelines are complied with and that the Child Welfare Police Officer is not burdened with other duties, which makes his/her duties difficult to discharge.
- The nodal officer heading the Special Juvenile Police Unit should ensure that all Child Welfare Police Officers are discharging their duties sincerely and maintaining adequate records pertaining to cases of children that come to them.
- The National/State Commission for Protection of Child Rights (N/SCPCR) may conduct surprise checks to ensure that the above mentioned guidelines are being complied with.

## RECORDS TO BE MAINTAINED

1. Checklist for Child Friendly Police Station (Annexure I)
2. Register of CNCP cases and action taken (Annexure II)
3. Register of CCL cases and action taken (Annexure III)
4. *The Child Welfare Police Officer and officer in charge of the police station should also ensure that entries in Form M and Form R regarding missing and recovered children in the Child Tracking System, i.e. [Trackthemissingchild.gov.in](http://Trackthemissingchild.gov.in), are made and updated regularly.*



## Glimpse of Existing Child Friendly Police Stations in India

### 1. Uttar Pradesh

Ehsaas is assisting in establishing Child Friendly Police stations in 6 districts, under a project which aims to demonstrate 6 model child friendly police stations in Uttar Pradesh. The districts covered by Ehsaas are Lucknow, Allahabad, Varanasi, Gorakhpur, Kanpur and Ghaziabad. An initiative of Home Department, Uttar Pradesh supported by UNICEF, Lucknow.



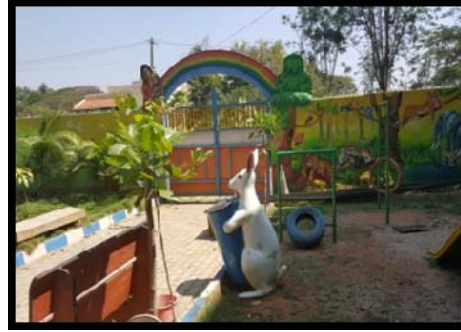
## 2. Chhattisgarh

To treat a child like a child while she/he seeks the help of law-enforcement authorities, the Chhattisgarh Commission for Protection of Child Rights (SCPCR) has recommended that each District create at least five 'child-friendly' police stations -- with a special corner for kids with cartoon characters painted on walls and a toy zone.



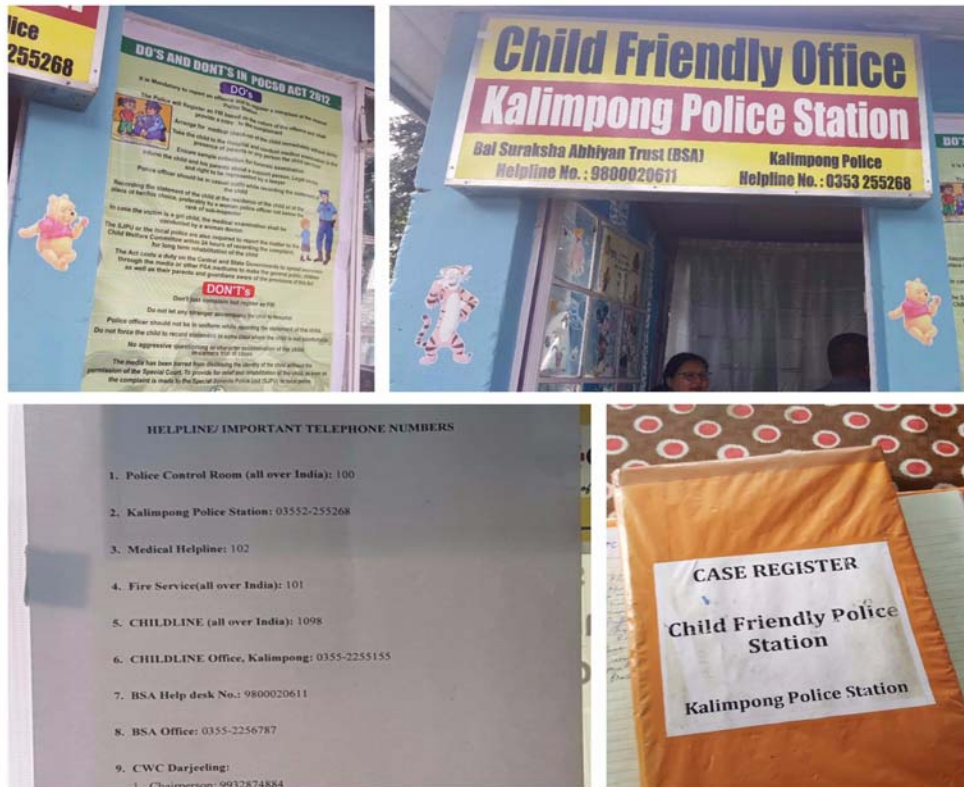
### 3. Mysore

The Police Station had a designated SJPU and officer in charge. The room is brightly decorated with cartoons, books, toys and even had a small bed for children to rest. The best part of the Police Station is that it had an inbuilt park. The park is made for children to relax in distress. Children are provided counselling at the Police Station and made to relax before being presented in the proceedings of CWC.



#### 4. Kalimpong

Many children who are victims of child abuse are often not comfortable with the surroundings of Police Station and they hide their feelings, thereby, creating the need for a space where they can comfortably express themselves in this Police Station. Accordingly, the Child friendly room was provided by Kalimpong Police station with the aid of Bal Suraksha Abhiyan Trust (BSA). The Child Friendly Room in Kalimpong Police Station has been designed and decorated in a Child Friendly manner, where the child and his / her family would feel safe and comfortable while interacting with the police. It can also be a drop-in-center with assistance for counseling and case management for children. The criteria for a Child Friendly Space at the Police Station such as necessary furniture, a sign board bearing the name Child friendly Police Station, series of posters and signboards providing information about juvenile justice and laws formulated to protect children from atrocities, Telephone numbers of the District Child Protection Unit Darjeeling, members of the District Child Welfare Committee members and Juvenile Justice Board have been provided in the room.





## क्या आपका थाना बाल मित्र थाना है ?

### खुद समझें, खुद परखें

संरचना	हाँ	ना
1. थाना में बाल कल्याण पदाधिकारी है? उनका नाम :		
2. थाना में बच्चों से बातचीत के लिए अलग कमरा/स्थान है?		
3. थाना में बच्चे के बैठने, शौचालय एवं पीने के साफ पानी की व्यवस्था है?		
4. थाना में बच्चों से संबंधित जानकारी वर्धक पोस्टर प्रदर्शित है?		
5. थाना में पीड़ित लड़की से बातचीत के लिए महिला पुलिस अधिकारी है ?		
6. पुलिस के पास बच्चे के बयान के ऑडियो / वीडियो रिकॉर्डिंग के लिए प्रावधान है ?		
7. बच्चे के अनुकूल कमरे / कोने में एक अलग प्रवेश द्वार है ?		
<b>प्रक्रिया</b>		
8. बच्चों से संबंधित वादों, उनके द्वारा दर्ज कराये हुए शिकायतों एवं उस पर की गयी कार्यवाही सम्बंधित एक अलग रजिस्टर है ?		
9. लापता बच्चों की रिपोर्ट २४ घंटों के अन्दर दर्ज होता है ? १५ दिनों से अधिक अवधि तक लापता बच्चों के तस्करी सम्बंधित एफ. आई . आर दर्ज होता है ?		
10. शिकायतकर्ता को एफ.आई.आर. की एक प्रति मुफ्त दी जाती है?		
11. थाना के पुलिस कर्मियों को देख-रेख एवं संरक्षण के जरूरतमंद बच्चों तथा विधि के उल्लंघन करने वाले बच्चों के संबंध में किये जाने वाले सही कार्यवाही की जानकारी है?		
12. थाना में बच्चों से संबंधित विशेष कानूनी प्रावधानों की सही जानकारी है एवं बच्चों के हित में उनका प्रयोग किया जाता है?		
<b>मानसिकता</b>		
13. थाना में पुलिस कर्मियों इस बात को मानते हैं कि बच्चों का शोषण, हिंसा, उत्पीड़न अस्वीकार्य है?		
14. क्या पुलिस कर्मियों इस बात को समझते हैं कि हिंसा पीड़ित बच्चा/महिला के लिए थाना में शिकायत दर्ज कराने आना, उसके लिए अंतिम आसरा/उपाय होता है?		
15. विधि के उल्लंघन करने वाले बच्चों के साथ काम करते समय "क्यों" ना की "क्या" पर ध्यान देते हैं?		

16. थाना द्वारा जे.जे. एक्ट के अंतर्गत आने वाले बच्चों की फोटो/उनका पहचान मीडिया में प्रकाशित करने पर रोक है?		
<b>संसाधन</b>		
17. पुलिस कर्मियों/बाल कल्याण पदाधिकारी ने बाल संरक्षण से जुड़े मुद्दे पर प्रशिक्षण लिया है, और वो अपना अनुभव व सीख दूसरे पुलिस कर्मियों के साथ बांटेते हैं? प्रशिक्षण की तिथि एवं विषय :		
18. थाना में संदर्भ सामग्री जैसे-किशोर न्याय अधिनियम, बाल श्रम अधिनियम, बाल विवाह निषेध अधिनियम, घरेलू हिंसा अधिनियम, अनैतिक पणन अधिनियम, लैंगिक अपराधों से बालकों का संरक्षण अधिनियम इत्यादि उपलब्ध है? क्या उसका उपयोग किया जाता है?		
19. बाल कल्याण पदाधिकारी और डाटा एंट्री ऑपरेटर को लापता बच्चे को ट्रैक पोर्टल में नियमित प्रविष्टियों को बनाने और अद्यतन करने के लिए प्रशिक्षण दिया जाता है ?		
<b>समन्वय</b>		
20. बाल कल्याण पदाधिकारी का बाल कल्याण समिति, किशोर न्याय बोर्ड, संरक्षण/बाल गृह के अधीक्षक, प्रोबेशन पदाधिकारी, जिला विधिक सेवा के साथ समन्वय है?		
21. बाल कल्याण पदाधिकारी, जिला बाल संरक्षण अधिकारी, स्वयं सेवी संस्थाओं, चाइल्डलाईन,(1098), बाल कल्याण समिति, किशोर न्याय बोर्ड, अस्पताल, राष्ट्रीय बाल अधिकार आयोग पोक्सो इ बॉक्स नंबर, राज्य आयोग के अध्यक्ष एवं सदस्यों एवं बोर्ड और समिति के कार्यक्रम इत्यादि की सूची जाम सम्पर्क सूचना थाना में प्रदर्शित है?		
22. बाल कल्याण पदाधिकारी नियमित रूप से समन्वय बैठक आयोजित कर/बैठक में भाग लेकर उचित कार्यवाही करते हैं?		

## अपने थाना को बाल मित्र बनायें

जो थाना उपरोक्त मानकों को पूरा करेगा, उससे बाल मित्र थाना घोषित किया जायेगा ।

**Annexure II**

Register for  
Children in Need of Care and Protection

Name of Police Station:

Name of District:

Name of Child Welfare Police Officer:





Register for  
Children in Conflict with Law

Name of Police Station:

Name of District:

Name of Child Welfare Police Officer:

## List of proceedings related to Children in Conflict with Law

S. No.	Name of child	Age	Sex	Name and address of parent/guardian	GD/Entry No.	Category of alleged offence			Procedure followed with respect to the child								
						Petty	Serious	Heinous	DD Entry made	F.I.R registered	Matter disposed at police station	Date of informing JJB	Date and time of production before JJB	Date of submission to JJB	Child sent to Observation Home/ Place of Safety	Child given counselling and sent to parent/guardian	Other (please specify)

**CHILD RELATED LEGISLATION/SCHEMES**

**Child Related Legislation**

- The Juvenile Justice (Care and Protection of Children) Act, 2015
- The Protection of Children from Sexual Offences Act, 2012
- The Commissions for Protection of Child Rights Amendment Act, 2006
- National Commission for protection of Child Rights Rules, 2006
- The Prohibition of Child Marriage Act, 2006
- The Commissions for Protection of Child Rights Act, 2005
- The Child Marriage Restraint Act, 1929

**Child Protection & Welfare Schemes**

- Kishori Shakti Yojana
- Integrated Child Protection Scheme (ICPS)
- Integrated Child Development Services(ICDS)
- Rashtriya Bal Kosh (National Childrens Fund)
- Rajiv Gandhi Scheme for Empowerment of Adolescent Girls (RGSEAG) Sabla



**NCPDR**

राष्ट्रीय बाल अधिकार संरक्षण आयोग  
National Commission for Protection of Child Rights

**POCSO e-box**

When you get an unsafe touch, you may feel  
**bad, confused and helpless**  
You need not feel "bad" because it's not your fault



Press This Button