

**Training of Trainers (ToT) on Minimum Standards in Child Protection for the better quality of care and support for vulnerable and at-risk children and adolescents**



Venue: Hotel Landmark, Pokhara, Lakeside

Date: October 06 – 08, 2023

**World Vision Advocacy Forum (WVAF)**

**Nagarjun-1, Raniban**

**Kathmandu, Nepal**

## **Background:**

Child protection training is a set of educational programs designed to equip individuals with the knowledge and skills needed to safeguard children from abuse, exploitation, and other forms of harm. It is crucial in creating a safe and supportive environment for children, as it helps professionals and caregivers recognize signs of abuse, respond appropriately, and take preventive measures.

The training typically covers various topics, including types of child abuse, indicators of abuse, legal obligations and reporting procedures, risk assessment, communication strategies, and support services available for victims. It aims to raise awareness about child protection laws, policies, and best practices, ensuring that children's rights are upheld and their well-being is prioritized.

The importance of child protection training cannot be overstated. It helps professionals, such as teachers, healthcare workers, social workers, and law enforcement officials, to effectively identify and respond to child abuse cases. By enhancing their knowledge and understanding, child protection training empowers these individuals to take necessary actions, such as reporting suspicions to the appropriate authorities, providing support to victims, and collaborating with other professionals to ensure child safety.

Moreover, child protection training plays a vital role in prevention. By educating adults about the signs and risks associated with child abuse, it enables them to create safe environments and implement preventive measures. This can include implementing policies and procedures, establishing clear boundaries, promoting open communication, and educating children about personal safety.

In summary, child protection training is essential in safeguarding children from abuse and harm. It equips professionals and caregivers with the necessary knowledge and skills to recognize, respond, and prevent child abuse. By prioritizing child protection training, societies can create a safer environment where children can grow and thrive.

The three-day training titled “Training of Trainers” on Minimum Standards in Child Protection for the better quality of care and support for vulnerable and at-risk children and adolescents. Child Protection Training Enhancing the Capacity of staff and board members of WVAF, JHF, ACSG and representatives of concerned stakeholders with an objective to build the capacity of Master Trainers from implementing partners and concerned stakeholders was held at Hotel Landmark – Pokhara from 06th – 08th October, 2023. A total of 22 participants from WVAF and two other implementing partners and 8 stakeholder’s organizations [See [Annex i for list of organizations](#)] participated in this training.

A mixed training methodology was followed, comprising of brainstorming, power point presentations interactive discussions, experience sharing, role playing, sharing of case studies, group work, and group and individual presentations by the participants. Participants were provided theoretical knowledge on conducting training. All the sessions were made interactive to ensure the interest and active participation of the participants

The training methodology was interactive as the trainers ensured that knowledge was not only disseminated but accurately perceived and understood by the participants. And in order to ensure this, trainers engaged participants in discussions and kept the forum open for feedback, queries and suggestions.

**Purpose:** Minimum Standards in Child Protection for the systematic, timely and better quality of care and support for vulnerable and at-risk **children and adolescents**

**Objectives:**

- i.** To make stakeholders aware about the better quality of care and support for vulnerable and at-risk children and adolescents
- ii.** To strengthen/capacitate Child Care Centre and other Residential Institutions to ensure a timely, appropriate and cost-effective response to the needs of vulnerable and at-risk children and adolescents
- iii.** Improve quality, professionalism and accountability of care and support.

**Participants of the training**

- Representatives from Women, children and senior citizen section, Pokhara Metropolitan city
- Representative from National Child Rights Council, Gandaki Province
- Representative from district court
- Representative from INSEC
- Representative from NFDN
- Representatives from Autism Care Society, Gandaki
- Representatives from Jan Hiteshi Foundation
- Representatives from WVAF as contributors/ facilitators

**Methodology:**

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**Session 1: Introductory Session**

**Objectives:** Training session was started with a short formal session. Purpose and objectives of the training were shared and rationale of the training were made clear to participants by the team of WAVF.

The three days TOT event was formally started by Kiran Bhatta, the Project Manager, who acted as the facilitator of the formal session. Nava Raj Adhikari the Executive Director of WVAF shared the project introduction, objectives of the training and thanked Donors for their funding for this ongoing project and support. Ms. Manju Singh Rana, the General Secretary of WVAF, warmly welcomed the participants and thanked them for sparing time to attend the training. She delivered the inaugural note. Moving on, the resource person introduced herself and Participants were asked to pick up one folded chit (with child protection related terminology) to each participant, then participants were asked to introduce themselves by their name, position and organization and explain his/her understanding on the term written in the chit they got. Most of the participants could explain the term well and only a few were not in position to explain the term they have got. Thus, most of the participants have good knowledge and experiences related to child protection.

**Expectation and contribution:** Participants' expectation from the training and contribution from them in the training were collected individual basis in meta cards. Better understanding on child protection, case management, child rights, laws and policies on protection, issues related to child protection, minimum standards of child protection and interested to know about autism were listed as the major expectations from the training. Participants mentioned active and full participation in the training as their contribution to the training. Autism, child rights and protection issues and context were specified as the contribution from them.

**Learning agreements:**

The norms of the training were set in detail with consensus from the participants and enlisted on a chart sheet to be placed in the training hall. These were as follows: -

- Participants respect each other's point of view
- Keep information anonymous
- Ensure daily attendance as per schedule
- Put cell phones on silent
- All participants actively participate in discussion
- Avoid discussion with each other
- Be careful about social and gender sensitivity
- No pen tick tick and time management were agreed to follow during three days training for quality learning.

**Session 2: Child protection**

- Defined what is child protection and its goal and why child protection is important.
- Ensured common understand on who is child and adolescent

**Key message:**

- Prevention is the utmost priority but if a child is vulnerable or in risk of abuse and violence then response to child protection concern should be done timely, appropriately and in the best interest of the child in a holistic approach.

### **Session 3: Child protection system**

- Defined child protection system
- Illustrated and explained elements of child protection system: structure, function, capacities, continuum of care and process of care and accountability

#### **Key message**

- Multi- disciplinary, multi actors and multisectoral systematic approach- coordination among stakeholders and sectors- horizontally and vertically is required
- CP system must include nodal agency at national level responsible for coordination and monitoring multi- sectors and multi actors
- Strengthen the capacities of children and family to protect themselves from harm in sustainable way.
- Promote and strengthen community-based child protection mechanism along with national child protection system

#### **Group work: participants were divided into five groups**

##### Task for the group

- Where do you have role to play in different elements of child protection system?
- Who will be the key actor in each CP system elements.?
- What are the key work done in each CP system element in your municipality/province and federal level. list down

Participants: Found themselves that they have role to play in more than one element of the child protection system. CSOs also found their role in “function” as they have role of advocacy and support role in formulating laws and policies.

### **Session 4: Case management**

- Explained cycle of protection
- Defined case management of child protection
- Explained importance of case management
- Type of cases to be managed
- Explained steps of case management – identification of vulnerable children and registration, detail assessment, care plan development, implementation of plan, monitoring/follow up and review, case closure.

- Explained principles of case management – do no harm, best interest of the child, confidentiality, informed consent, non- discrimination, ethical consideration, ensure accountability, empower children and families to build upon their strength

**Key Message:**

- Should focus needs of an individual child who is at risk of harm or has been harmed considering the best interest of the child.
- Case management process may not be a linear always
- Ensure meaningful participation of the child and family in the process of case management
- Should take action immediately and appropriately considering best interest of child to address the problem of children so that child is not further harmed
- One key worker (referred to as a *caseworker* or case manager) who is responsible for ensuring that decisions are taken in best interests\_of the child, the case is managed in accordance with the established process, and who takes responsibility for coordinating the actions of all actors
- Govt. office and authorities will have role of **administrative and decision making** in the CM while non- govt. agencies will have role in management **and implementation** of the case plan
- Risk assessment should be carried and mitigation measures to be formulated and implemented at all stages of the case management
- Principles of case management should be adopted holistically at all steps of the case management.

**Provide 5 scenarios of child protection concerns how and who will be involved in the respective CM**

1. How will you/organization manage the case in such situation?
2. Identify your/organization role in case management steps and key responsible structures/mechanism/organizations and authorities at each CP CM steps?

## Day 2

**Review and recap:** Review and recap of the previous day was done outside the training hall being in a big circle and whoever gets the paper ball should share the most liked or useful thing and learning from the previous day.

Sharing of terminology of child protection, child protection, elements of child protection system, best interest of the child, group work on child protection system, case management were mentioned as the most liked or useful for the participants. Quick recap of the previous day was done.

### **Session 5: Sharing and contribution by government officials**

1. Presentation by Mr. Badri ....., National child rights council on existing child protection system situation – achievements and challenges
2. Presentation by Ms. ....., Autism Care Society, Gandaki on Autism, its situation in the country and care and treatment to autistic children
3. Presentation by Mr. ....., Jan Hiteshi Foundation on program for vulnerable children and changing approach from institutional care to family approach.
4. Presentation by Mr. Shankar....., Child helpline Kaski on establishment of child helpline, function of 1098, coverage and coordination with other stakeholders
5. Presentation by Ms. ....., Women, children and senior citizen service centre, police office Kaski on Function of police service Centre in relation to child protection, minimum standards and child friendly behavior and protocols , operation of toll free number 100 and 104 and its linkage. Function and purpose of Khoj Talas Kendra, 104.
6. Presentation by Mr. Bishnu Paudel, from Women, children and senior citizen section, Pokhara metropolitan city on function and achievements of the section and challenges including role of Child welfare officer.

### **Session 6: Identification, Rescue and Reporting**

Explained identification as a part of cycle of protection

Explained when to rescue the children who are at risk or victim of violence.

Explained who and where to report the child protection concerns.

#### **Key message:**

- Need to outline specific vulnerability criteria to guide this identification process and raise awareness on these within a community
- Early detection and identification of vulnerable and at risk children will prevent from harm and further harm.
- Early detection and identification of children in need so that they are not trapped in risk situation.
- A person who has information about a child in need of special protection at any place should inform the local concerned authority.
- if the child welfare authority finds it necessary to urgently rescue the child, she/he shall rescue the child and put her/him in a temporary protection
- Any person come to know about an incident of violence against children or child sexual abuse that has taken place, that is taking place or that is going to take place, she/he shall inform the nearest police station immediately.

- If police personnel receive an information, complaint or report about an incident of violence against children or child sexual abuse, she/he shall write, or cause to write, necessary details and register it, and if the child needs to be rescued, immediately rescue her/him and refer her/him to a temporary protection service.
- Safety and security of the rescued child must be ensured: If the child victim is in physical or mental pain, the police personnel shall send her/him to a nearby hospital or health centre and get her/his health checked up and treated.
- While recording the statement of the child victim, police personnel shall do so in the presence of, if possible, her/his parents, other family members or guardian, and, if it is not possible to do so in their presence or they cannot be present, in the presence of a female representative of a social organization or a social service provider.
- if the parents, guardian or other family members are the perpetrator of violence against children or child sexual abuse, their presence shall not be allowed during recording of statement
- ‘Ward offices are responsible for having record of women, children dalit, PWD, who are marginalized socially and economically and should work for their socio economic upliftment. “Local government should conduct mapping of vulnerable people and community and address their needs and rights so that they are not trapped in risk situation.
- Child helpline 1098, Khoj talas Kendra 104 and women children and senior citizen service centres are the key structure and mechanism for rescue

### **Session 7: Minimum Standards for Operation and Management of Residential Child Care Homes**

Explained development of the minimum standards for child care homes and its 18 key standards

Described child protection related standards and code of conducts for children, staff and visitors of child care homes

Described child friendly physical infrastructures for child care home

#### **Group work:**

Divided participants in 5 groups and each group were assigned two standards to review and note down key points

- Group 1- Std. 6 Human resource and 11. education. Training and ECA
- Group 2- Std. 7. Financial resources and 12. child protection, friendly environment and self- respect
- Group 3-Std. 8. Admission process and 13. child club formation
- Group 4-Std. 9. Food and nutrition and 14. family reunification and alternative care
- Group 5-Std. 10. Health and hygiene and 15. social integration and group settlement



**Review respective sections and note down key points and present to plenary group**

**Energizer: Following the instruction and take action opposite to what we know “small fish and big fish game “**

### **Session 8: School hostel operation and management Guideline 2071**

Briefed on its development and structure and mechanism for its proper functioning

Briefed on composition and roles and responsibilities of its committees at three level.

Described on registration of the hostel, resource management and selection of students

Described on 10 minimum standards, individual profile of children, monitoring and review and human resource for the school hostel

#### **Key messages**

- Institutional care is the last option for the child care
- Zero tolerance on any kind of abuse or violence against children by staff, or volunteers or visitors
- Corporal punishment to children is prohibited and positive discipline and parenting to be promoted
- Legality, appropriate registration of the institution to be ensured
- Child evolving capacities to be considered for his/her support and program.
- Child friendly, gender friendly, disability friendly infrastructures and programs in the child care home and hostel to be ensured.
- Child care home and hostel should assess which standards can be met easily without additional investment, which standards can be met with small efforts or adjustments and resources and which require high investment and efforts to meet the standard. Accordingly, child care home and hostel can meet the prescribed minimum standards.
- Child care home/hostel and monitoring organizations should develop indicators based on minimum standards and it helps to meet the requirements and also to monitor the standards.

## **Day 3**

**Review and recap:** Review and recap of the previous day was done outside the training hall being in a big circle. Instruction was to say “Namaste” to one of the participants whose name is not known to you, ask his/her name and to share the most liked or useful thing and learning from the previous day and the most challenging minimum standards of child care home.

Sharing of from different organizations and particularly autism was found useful and informative. Minimum standards for child care homes and hostel were useful. Minimum standards related to physical infrastructure were mentioned as the most challenging ones and some become alet about its registration. Quick recap of the previous day was done.

### **Session 9: Alternative care**

Defined alternative care

Briefed on children who need to be provided alternative care

Explained type of alternative care

Explained about the role of child welfare office

#### **Key Message:**

- Each context may have different forms of alternative care that align with local cultural norms, practices, legislation and policy.
- Alternative care options need to be as family-based as possible and cause the least amount of disruption to the child. Institutional care should be the last option.
- As defined by the children act, children those who need special care and protection, should be provided alternative care.
- Child rights committee in the recommendation of child welfare officer should (is responsible) manage the alternatives care ensuring the best interest of the child. The committee should monitor the situation the child in alternative care
- Child welfare officer / CR committee should ensure the information related to the child in his/her personal file. Identity of the child should be ensured by issuing birth registration of the child.

### **Session 10: Social reintegration and family reunification of children**

Defined when to organize reintegration and family reunification of children

Explained process and work requirements to be done before reintegration and reunification of the child

#### **Key message:**

- Age of the child, education level and tracing/identification of family will determine the time for reintegration or reunification
- Detail assessment of the child and family to be done and prepare child and family both side is equally imperative before reintegration.
- Information of the child and his/her ancestral property to be protected and store and dispose safely and securely.
- Follow up and monitoring of the reintegrated child is the most challenging, follow up mechanism to be developed and formalized. Existing groups network of the local areas to be mobilized and local authority should take responsibility of follow up and monitoring of the reintegrated cases.

### **Group work**

- Group 1- Government officials
- Group 2- NGO partners

### **Group Tasks:**

1. Identify the good practices in child protection work particularly in relation to minimum standards
2. Identify challenges and gaps in child protection work particularly in relation to minimum standards

### **Session11: Develop action plan**

Format for the action plan developed which includes- standards, existing status, action to be take to meet the standards, time line, responsible (person/organization) and support needed ( technical and financial ) and remarks. It includes 50 areas or standards to be met by the organizations. Organization are free to break down and specify the standards as it is appropriate/relevant to the organization.

### **Participants were divided into 3 groups as follow;**

**Group 1 – Government Organizations**

**Group 2 – Jan Hitashi Foundation**

**Group 3- Autism Care Society Gandaki**

Presentation from the group was done and it was agreed that each group will work together and finalise the action plan and to submit by Thursday (12 Oct 2023) to WVAF.

WVAF will provide support to finalize the action plan and also to implement it and will carry out monitoring and follow of the action plan.

**Session 12: Evaluation of the three days training;**

Participants were asked to evaluate the training program in terms of contents, methodology, facilitation and logistic arrangements, write down in meta cards without writing their names in it. Feedback and evaluation by the participants are listed below.

	<b>Positives areas</b>	<b>Areas to improve</b>
	<ul style="list-style-type: none"> <li>• Good and clear explanations</li> <li>• More knowledge gained from discussion</li> <li>• Good entertainment sessions</li> <li>• Training conducted in participatory way found very good.</li> <li>• Information on New issue “effect of autism on children”</li> <li>• Very useful training due to development of action</li> <li>• Very good learning and broad knowledge on minimum standards</li> <li>• Learning of many new issues and subject from the training</li> <li>• Effective topics and training fruitful</li> <li>• Good facilitation</li> <li>• Clear understanding on hostel and child care home minimum standards, reintegration and reunification</li> <li>• Understanding on Autism and its approach to deal</li> <li>• All sessions are fruitful</li> <li>• Discussion and workshop was very good</li> <li>• Subject. Topics are relevant and rich in content and good output</li> <li>• Expertise in the subject</li> <li>• Training conduction process is good</li> <li>• Active participation</li> <li>• Effective group works</li> <li>• Opportunity to learn new topics including legal aspects</li> <li>• Training was very fruitful</li> <li>• Good food</li> </ul>	<ul style="list-style-type: none"> <li>• Need to be control absence of participants in sessions and avoid coincidence of program</li> <li>• Time management (3)</li> <li>• Very long ang and big slide</li> <li>• Training venue should be spacious with open area</li> <li>• More group work and more resource person</li> <li>• More than one facilitator would be good since it has many sessions and long session</li> <li>• Spent more time in common topics</li> <li>• Should have flexibility in time</li> <li>• Presentation slides to be distributed</li> <li>• As per the training objectives and topic, child care home network and originations operating child are homes should have included in the program</li> <li>• Prior commitment of participants to be ensured (full time)</li> <li>• Methods of training to be varied</li> <li>• Proper utilization of time to be ensured</li> <li>• Expecting more of such training</li> </ul>

### **13 Closing Session**

The last session of the TOT was shared views on the training program by representatives of Jana Hitashi foundation, Autism Care Society Gandaki, Resource Person, Executive Director of WVAF, Chief of women, children and senior citizen section, Pokhara Metropolitan City, General Secretary of WVAF. General Secretary of WVAF, Manju Singh Rana was the chair of the formal closing session. It was the great successful training which ended in preparing the 21 master trainers fully equipped with training skills. These trainers will take the lead in their concerned office in capacity building of the Child Protection sector and proved themselves. Nava Raj Adhikari - The Executive Director of WVAF addressed the participants and emphasized the upcoming responsibilities of the district teams. He also thanked all the participants for their meaningful participation in the three-day training. Chief of women, children and senior citizen section, Pokhara Metropolitan city appreciated the efforts of WVAF and ensured that the enthusiasm showed by the all teams in TOT shall remain at the same momentum and bring in excellent results. Ms. Rana congratulated the participants upon the successful completion of the three-day TOT. The certificates of participation were awarded to the participants by the Section chief and General secretary of WVAF and with this training was concluded with a closing remarks and vote of thanks by the General Secretary, Ms. Manju Singh from WVAF

#### **Lessons Learnt and Best Practices: -**

- The changes in the format of the workshop helped keep it moving smoothly. More interactive sessions and practical exercises were ensured by the trainers, which helped participants underrate the training contents.
- As the TOT was individual activity, few of the session took more time than allocated. If next time such activity will be planned more time should be allocated to practical sessions.

#### **Challenges**

- Time constraints: Participants may have limited time to attend the training due to scheduling conflicts or other commitments.
- Limited follow-up: After the training is completed, there may be limited follow-up to ensure that the participants have implemented the concepts and practices learned during the training.

## ANNEXES

Annex-I: List of Organizations

Annex-II: Participants' List

Annex III: Schedule of Training

Annex IV: Photos