

CHILD RIGHTS PROTECTION COMMITTEE IN DB YaR CENTRES

Terms of Reference, Roles & Responsibilities

1. The Child Rights Protection Committee (CRPC) is constituted by the management of the DB YaR Centre / DB YaR Service at the beginning of each academic year and will function for a period of one year.
2. The Don Bosco YaR Child Policy and Essential Protocols (2013) is the standard for the CRPC to base its decisions on and to promote the best interests of children. The CRPC will also be guided by the relevant provisions of United Nations Convention on the Rights of the Child, Juvenile Justice (Care and Protection) Act 2015, and Protection of Children from Sexual Offences Act 2012.
3. The CRPC will have the following members: the Rector/Director, two members nominated by the management, two elected representatives of children.
4. The Rector/Director is the *ex officio* Chairperson of the CRPC. The other members will be notified and will function in accordance with these terms of reference. One of the members will act as Recording Secretary.
5. The CRPC normally meets once every two months. The CRPC will also meet whenever the Chairperson convenes a meeting, either to deal with issues that call for a specific response or to initiate processes to promote the rights of children in the institution.
6. The first remedy available to children and care givers is the use of the complaints or suggestion box kept at the office of the Chairperson. Complaints or suggestions may be written and put in the complaints/suggestion box. They may also be given in writing, directly to any of the CRPC members who will issue a written acknowledgement for the same.
7. The complaint box will be opened by the Chairperson once a week, on a day fixed for the purpose and made known to all, in the presence of at least one member of the CRPC, and suggestions/complaints will be dealt with by the CRPC, normally within a week.
8. The identity of the complainant will be kept confidential.
9. The CRPC members will review the complaints received and the action taken during their routine meetings every two months.
10. The CRPC will take up matters of special concern, including incidents of serious nature, and conduct specific inquiry into such matters as soon as a complaint is received.
11. As part of the inquiry, the CRPC members will meet all the persons concerned, either individually or in groups. Decisions will be arrived at by the CRPC as a body and a report of the decisions taken will be recorded.
12. The implementation of decisions taken is the responsibility of the Chairperson or the person delegated by him.
13. The CRPC has the responsibility to decide if a matter needs to be referred to civil or criminal procedures.
14. Any decision of public interest in connection with the complaints and suggestions received will be put out on the notice board of the CRPC.
15. Affected persons may approach the Appeals Committee, ordinarily at the Province level, if no action is taken or the action taken is not to their satisfaction.
16. In case of an appeal, CRPC will forward relevant documents to the Appeals Committee.
17. The Appeals Committee will give its decision as soon as possible, but not later than one month of receiving the application in writing. The decision of the Appeals Committee will be communicated to the Chairperson of CRPC, or the one taking his place, for implementation.
18. The CRPC will conduct every year a session for all children and caregivers of the institution, to familiarise them with the Don Bosco YaR Child Policy and Essential Protocols, related documents and processes including the roles and responsibilities of the Child Rights Protection Committee.