GUIDELINES ON COMMUNITY BASED REHABILITATION SERVICES AND VOLUNTEER INTERVENTION PROGRAM FOR CHILDREN IN CONFLICT WITH LAW

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I.

Rationale

The rapid social and economic changes prevailing in the country aggravate the difficulties experienced by the youth in the process of their physical, social and mental development. There is a growing evidence that delinquency is a symptom of personality disturbances, poor family and social functioning, breakdown of values, impoverished and corrupt peer and community influences. Moreover, lack of opportunities for education, training and work as well as inconsistent and inappropriate patterns of socialization and others compounded the problem.

The need for cooperation of the community is highly considered to address the problems of the delinquent youth and youth offenders. Volunteers and voluntary services in particular by concerned citizens have proved to be a valuable resource but are at present underutilized. As in the case of children in conflict with the law, a volunteer has a unique merits considering its non-official nature. Because of such status, the child/youth and his family do not look upon them as persons representing authority and are in a better position to establish more flexible, closer and comfortable relationship with them. They can also provide more flexible service as neighbors can exert a warm and closer influence upon the youth. They are in strategic position for bringing about a desirable change in the public's attitude towards the delinquent youth/youth offenders and enlisting social resources. Mobilization of volunteers and other community services is consistent with the provision of the Beijing Rules or the United Nations Standard Minimum Rules for the Administration of Juvenile Justice.

As a State Party to the UN convention on the Right of the Child, the Philippines is committed to provide services for children in conflict with the law. This is provided for as our commitment in the Philippine Plan of Action for Children. It is in this context that the Department of Social Welfare and Development in enhancing its community based services through provisions of opportunities and services as well as utilization of community volunteers to reach out to more children in conflict with the law and assist them in their rehabilitation to become useful members of society.

II.

Objectives

General Objective:

To provide opportunities for the treatment and rehabilitation of children in conflict with the law and their families to enable them become self-reliant, productive and contributing members of the community.

Specific Objectives

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1. To develop a pool of community volunteers who will assist in the treatment and rehabilitation of the delinquent youth and youth offender.

2. To provide direct services for the youth and his/her family in the community such as livelihood, skills training and educational assistance.

3. To intensify networking among the five pillars of the Juvenile Justice System.

4. To document experiences and maintain a data bank and subsequently conduct research on children in conflict with the law for policy and program development.

III.

Project Description

The project aims to develop and test the use of community volunteers like members of DSWD's Elderly Association, retired Judges, teachers, Pag-asa Youth Movement-Youth Leaders, members of women's group and others as support group in the treatment and rehabilitation of delinquent youth and youth offenders. This also seeks to respond to the economic, educational, medical, psychosocial needs of these children and their families.

This pilot project shall be part of a comprehensive community-based rehabilitation services for youth offenders.

IV.

Project Components

The project will be achieved through the following components:

A. Volunteer Intervention Program for Youth

Development of volunteers to assist the Senior Social Workers in the treatment and rehabilitation of children in conflict with the law as well as in advocacy and networking in the community. This pool of volunteers will be called Volunteers for Youth.

1. Identification and screening of volunteers

2. Training of the identified volunteers

B. Direct Social Services

1. Casework and counselling services

This is the main service which is the intensive process of working with the youth offenders from the time of referral up to the completion of his rehabilitation program is provided with information, options, support and opportunities to strengthen child-family relationships and coping capabilities to enable him to comply and attain rehabilitation objectives.

2. Self- Employment Assistance

Provision of capital assistance to the youth who is 15 years old and above and their families in order to increase their family income and meet their basic needs.

3. Practical Skills Development

Provision of practical skills and vocational education to develop positive work habits, attitudes and acquire basic

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skills in preparation for gainful employment.

4. Educational Assistance

Provision of material and financial assistance like school supplies, uniforms, footwear, food and transportation allowance to enable them to finish elementary, high school or vocational/ technical education. Elementary and high school graduating clients shall be given the priority in extending this assistance.

5. Legal Services

Provision of assistance for legal services particularly in the protection of their rights as the accused by referring them to the Public Attorney's Office or other law organizations/ practitioners.

6. Medical/Health Assistance

Provision of medical/health services in coordination with the Department of Health and other medical organizations.

7. Other Support Services

Provision of other support services that are needed by the youth offender and/or his/her family shall be extended through coordination and linkages with other DSWD services as well as of other GO's and NGO's.

C. Research, Documentation and Data Bank

Documentation and follow-up studies of children in conflict with the law and data banking as to their profile, nature and cause of offenses, etc. shall be maintained by the Bureau and the Field Offices.

D. Monitoring and Evaluation

Monitoring and technical assistance to Field Offices in the implementation of the project shall be provided periodically. Mid-year and year-end evaluation shall determine areas for technical assistance and modification of policies and procedures as results of implementation are reviewed.

V.

General Policies and Procedures

A. Project Policies

1. Targets

a. Areas:

The project will be implemented in highly urbanized communities nationwide with the most number of reported cases of children in conflict with the law and high incidence of juvenile delinquency.

b. Clientele:

Children in conflict with the law are:

* Youth offenders on release on recognizance or under custody supervision

* Youth Offenders who have been released from the Regional Rehabilitation Centers for the Youth and/or whose cases have been dismissed or terminated.

c. Volunteers for Youth:

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The volunteers shall be recruited from among the:

- Members of the Elderly Association;

- Parent Effective Service Volunteers;

- Youth members of Pag-asa Youth Movement's Youth Development Leaders;

- Members of Women Group Association and

- Other individuals, groups and leaders such as civic, religious organization as support group in the treatment and rehabilitation of delinquent youth and youth offenders.

B. Implementing Procedures

1. Volunteer Intervention Program for Youth (VIPY)

1.1 Identification and screening of volunteers

1.1.1 The Senior Social Worker in Coordination with the City/Municipal Social Welfare and Development Officer the area shall be responsible in the identification and development of volunteers. She will also be responsible in preparing an initial assessment of the interested volunteers and come up with a listing to be submitted to the Child and Youth Welfare Specialist of the DSWD Field Office.

1.1.2 The Child and Youth Welfare Specialist shall form a committee or a Task Force composed of representatives of the five pillars of the Juvenile Justice system who shall be responsible in the screening of the prospective volunteers. The following criteria shall be considered in the screening of the volunteers:

a. Has good moral character

b. Has the confidence and recognition of the community with respect to his personality and conduct.

c. Has enthusiasm and time for the work

d. Has good health

e. Has communication skills

f. Willing to be trained as VIPY (Volunteers for Youth)

Identification cards shall be given/issued to trained Volunteers for Youth (VIPY). This shall be revalidated by the Field Director every year together with the renewal of memorandum of understanding indicating their roles and commitment to render volunteer work for one year renewable every year shall be prepared and sign by the Field Director and the Volunteer for Youth.

1.2 Training Component

The selected volunteers shall be trained for three days on the following aspects:

1.2.1 Awareness of self;

1.2.2 Situation of children in conflict with the law

1.2.3 International and local laws on youth offenders;

1.2.4 DSWD's Programs and services;

1.2.5 Volunteers roles and responsibilities

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1.2.6 Understanding dynamics of a delinquent youth/youth offenders and the families where they come from:

1.2.7 Handling the delinquent youth and youth offender and their families; and

1.2.8 Counselling;

A three (3) months on-the-job skills training with technical assistance from the child and youth Welfare Specialist and supervision from the Senior Social Worker in the area shall be part of the training.

1.3 Roles and Responsibilities of Volunteers for Youth

The volunteers shall perform the following tasks and responsibilities:

1.3.1 Confers with the Senior Social Worker in the area for his/her assignment of a youth/family he/she is to monitor and follow-up;

1.3.2 Reviews with the youth and his family the rehabilitation plans drawn with the social worker;

1.3.3 Supervises the activities of the youth and his family in carrying out the rehabilitation plans;

1.3.4 Writes and submits monthly anecdotal reports on assigned cases and coordinates monthly with the Social Worker on the progress of the youth;

1.3.5 Conducts in coordination with the Social Worker group activities with the youth in the community;

1.3.6 Conducts community, assemblies, meetings, for a, etc. and makes a report on the same to social worker;and

1.3.7 Attends quarterly meetings with Senior Social Worker and other volunteers.

1.3.8 The Volunteer must remain in the in the project for at least one year.

1.4 Caseload of Volunteers for Youth

The volunteer shall be given a caseload of 3 to 5 cases at a given time for intensive monitoring and follow-up.

The Senior Social Worker shall identify cases which could be handled by the trained volunteer. As soon as the youth are identified, a conference shall be called by the Senior Social Worker together with the volunteer to discuss the case and plan specific measures to follow in the supervision of the youth. The Senior Social Worker shall discuss the treatment plans for the specific case in the presence of both the volunteer the youth and his parents which shall be the basis of the activities of the volunteer.

1.5 Allowances of Volunteer for Youth

The volunteer shall be provided a monthly transportation and food allowance and supplies needed in carrying his/her function.

2. Direct Social Services

2.1 Casework and Counselling Service

The Senior Social Worker shall conduct the intake interview, prepare a social case study report and description (using SSSYO-PR BCYW Form No. 003 and 004); solving immediate problems; probing carefully into long range problems of personal adjustments and offering supportive guidance and information to the youth and his family as well as formulates rehabilitation plan with the youth as basis for treatment activities. Regular supervision, monitoring and meeting with the youth will also be part of the activity.

Counselling which may be individual or in groups, shall focus but not limited to enabling the youth and his/her

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families to identify cause of delinquency; enabling the youth a nd the family to deal/cope with the stress brought about by the child's experience; providing information as to specific action/service that can be done/extended to meet various stages as well as on their responsibilities in the rehabilitation process.

2.2 Self -Employment Assistance

The corresponding project proposal using the existing DSWD format shall be utilized as supporting document in the provision of such assistance.

Funds shall be disbursed in the name of the project proponent and shall follow the existing disbursement scheme of SEA Kaunlaran.

The SEA Kaunlaran scheme shall be applied in the implementation, management, monitoring of the project. A roll back scheme shall also be applied to maximize the resources and outreach to more youth offenders and their families.

2.3 Skills Training

A project proposal shall be submitted before funding shall be extended. The existing DSWD policy on skills training and disbursement of funds shall be applied.

2.4 Educational Assistance

School supplies and materials as well as clothings and footwear and food assistance can be extended to the youth in form of cash or kind, which is feasible.

Disbursement shall be supported with a case summary and certificate of enrollment duly signed by school authorities. Other supporting documents maybe required whenever necessary.

The youth's school report card shall be submitted periodically to the Senior Social worker or the volunteer for notation to insure that he/she attends schooling regularly.

The transportation allowance shall be extended monthly to the youth or weekly whichever possible. The social worker or the volunteer shall insure that this transportation allowance is spent in accordance to the purpose. An Attendance sheet maybe deviced in order to be able to monitor the daily attendance of the youth at school.

2.5 Assistance for Legal Services

An Honorarium for the legal counsel of the youth offender shall be extended only after the final litigation and judgment has been rendered.

A brief case study shall be submitted to justify the need for extending honorarium for legal services.

Disbursement voucher must be supported with the certification to be issued by the legal counsel of the services extended to youth offender.

3. Research, Documentation and Data Bank

3.1 Case Studies on success stories

The Field Offices shall document their experience in the implementation of their project particularly the successful cases. A compendium of successful cases shall be maintained and forwarded to the BCYW for data banking and sharing of strategies/approaches used in the treatment and rehabilitation of youth offenders.

3.2 Data Banking

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A data banking system shall be installed at the BCYW and the Field Offices to have a central data on children in conflict with the law. The forms provided for in the Manual for Residential Rehabilitation for individual profile and statistical summary shall be used. Other forms necessary for monitoring and data banking may be developed later.

The Bureau in coordination with the field Office shall conduct a follow-up study of children in conflict with the law assisted under this project.

4. Monitoring and Evaluation

Monitoring shall be conducted by the Program Staff of the Bureau of Child and Youth Welfare once a quarter and by the social Welfare Specialist once a month for the first year operation and once-in-a-quarter for the succeeding phase or as the need arises.

A mid-year and year end evaluation shall be conducted by the BCYW in coordination with the FOs to determine the extent of implementation of the project, identify gaps and recommendations necessary in the successful delivery of services.

C. Subsidy and Assistance Rates

1. Volunteer Intervention Program for Youth

1.1 Training of Volunteers for Youth

- A maximum of 1,050.00 per volunteer for training of volunteers intended for three days board and lodging.

1.2 Food and Transportation Allowance

- A minimum of 300.00 to maximum of 500.00 subsidy shall be extended to the volunteers for food and transportation expenses incurred in the performance of their functions. This shall be disbursed in the form of cash assistance.

2. Direct Social Services

2.1 Self-Employment Assistance

* The rates extended for individual and Family enterprise projects in SEA Kaunlaran shall be applied

2.2 Skills Training

* A maximum of P500.00 for materials and supplies needed by the youth during training.

* A maximum of P50.00 monthly for the transportation assistance to a youth during training which can be extended to a maximum of 4 months.

2.3 Educational Assistance

* A maximum of P500.00 for the supplies and materials of a youth offender who is attending school and shall be extended only once.

* A maximum of P100.00 a month for the transportation and food allowance of a youth attending school and may be extended to a maximum of 10 months.

* A maximum of P500.00 for clothing and footwear of a youth in school and provided only once during the school year.

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2.4 Assistance for Legal Services

* A maximum of P1,000.00 as honorarium to the legal counsel of the youth to ensure that he/she is given the best legal advice/services.

VI.

Roles and Responsibilities

1. DSWD - Bureau of Child and Youth Welfare

a. Formulates project proposal and implementing guidelines on the Community Based Rehabilitation Services for Children in Conflict with the Law using community volunteers;

b. Provides technical assistance and funds for the implementation of the project;

c. Conducts training in coordination with the field Offices and issue Identification Cards to the volunteers for Youth;

d. Conducts regular evaluation/audit to determine effectiveness of the project;

e. Maintains a data bank and conducts studies on the project; and

f. Coordinates the over-all implementation of the project.

2. DSWD - Field Office

a. Screens and selects the community volunteers;

b. Identifies training venue and assist in the conduct of training of the volunteers for youth;

c. Supervises the judicious utilization of project funds;

d. Network and collaborate with other agencies to facilitate program implementation; and

e. Submits reports to the bureau as required.

3. Social Welfare Officer II

a. Maintains social case study reports and process recordings on the youth and the records of the volunteers.

b. Work closely with SWO III in the community for the provision of support services to the youth and their families;

c. Introduces the volunteers to the community and to the 5 pillars of Juvenile Justice System whenever necessary;

d. Supervises and monitors activities of VIPY to insure that these are in accordance with their roles and responsibilities;

e. Prepares project proposal/case summary for the provision of assistance to youth and their families;

f. Facilitate reimbursement of meal and travel expenses of the volunteers;

g. Submits reports to the Field Office

For strict compliance.

Adopted: 07 April 1995

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