CHILD PROTECTION & WELFARE BUREAU

SOPs FOR CHILD CARE INSTITUTIONS IN PUNJAB

CLEANLINESS & HYGIENE



- Regular cleaning of rooms (halls, bathrooms, kitchen)
- Daily use of anti-bacterial agents
- Children's personal hygiene (bathing, nails, hair, teeth)
- Provide basic hygiene items

MEDICAL CARE & VACCINATION

- Initial medical check-up upon admission
- Referral to hospital or specialist
- Provision of medicines
- Maintain records
- Vaccination as per EPI schedule



- Immediate action for:
  - Accident/Injury
  - Post-Incident Report to Administrations



ROLE OF CHILD ATTENDANTS

- Traits: Active, professional and empathetic
- Duties: Child care, support
- Scope and other responsibilities: Caretaking



FOOD & DINING

- Meal times (breakfast, lunch, dinner)
- Nutritionist-approved healthy food
- Read 'Dua' before eating
- Dining hall cleanliness



SECURITY MEASURES



- 24/7 gate and perimeter security
- CCTV camera monitoring
- Uniformed alert guards
- Unscheduled security checks
- Keep weapons in safe storage

VISITOR INTERACTION & EXTERNAL SAFETY



Interaction with visitors/outsiders or going outside the institution: Only with proper supervision and permission.



No child is allowed to meet visitors or go outside without supervision.

BUILDING & HYGIENE CERTIFICATION

- Valid Building Fitness Certificate from Building, Punjab
- Valid Hygiene Certificate from Govt. Dept.

https://cpwb.punjab.gov.pk/system/files/Minimum%20care%20standard%20of%20CP!S.pdf