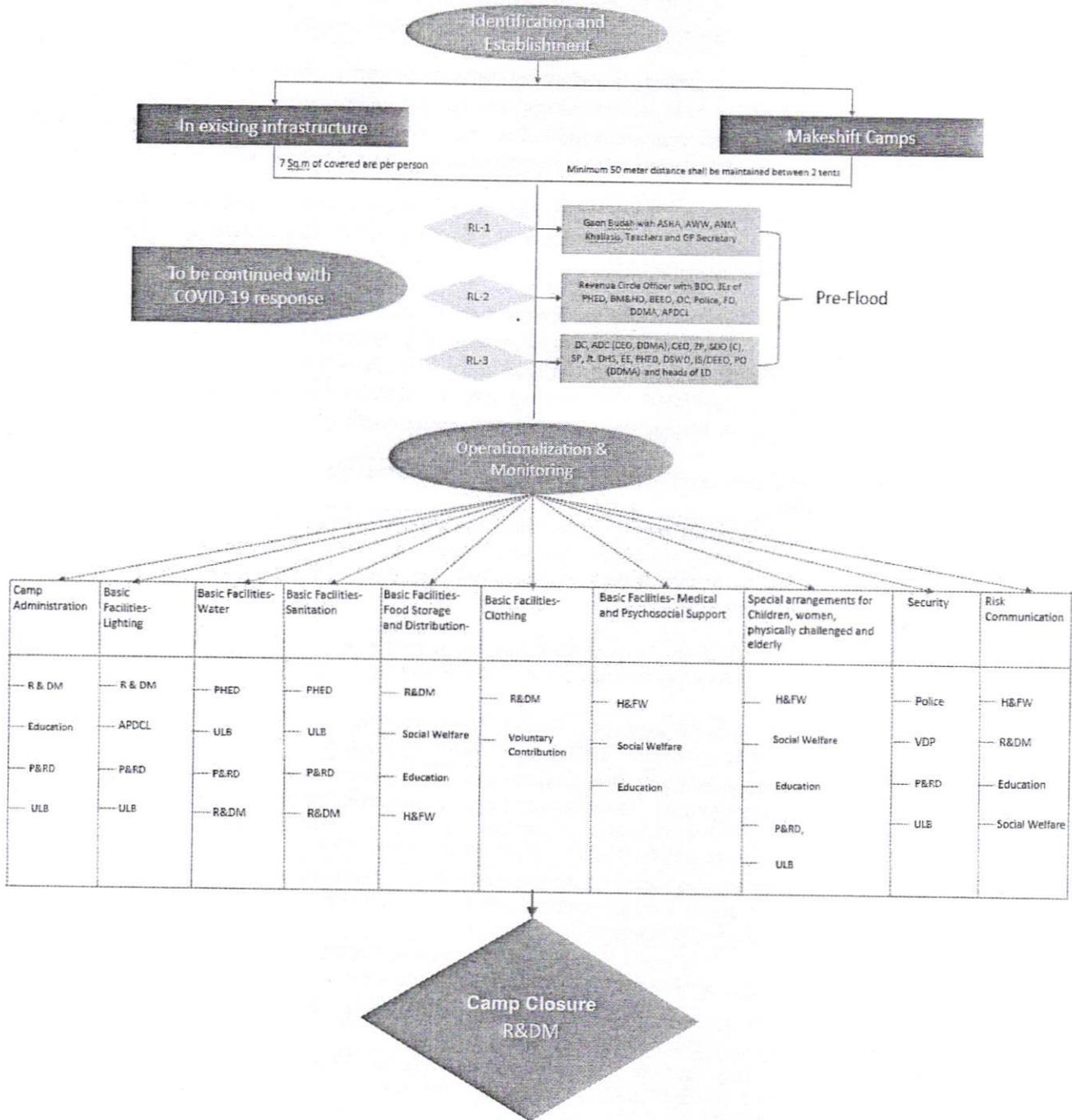


## Appendix B- Roles and Responsibility Matrix



## Child Friendly Spaces in Relief Camps

(Guidelines for operationalization in the context of COVID-19)

CFS is a place designed and operated in a participatory manner where children affected by disasters can be provided with a safe environment, integrated services including play, recreation, education, health, and psychosocial support and/or information about services/supports provided. The purpose of CFSs is to support the resilience and well-being of children through, structured activities conducted by community in a safe, child friendly, and stimulating environment.

District Administration will set up "Child Friendly Spaces (CFS)" in every Relief camp in co-ordination with Line departments and NGOs / civil society organizations. All protocols for COVID-19 containment including safety and security of children will be ensured in CFS

Child Friendly Spaces are a critical and non-negotiable component of relief camp management in Assam. This guidance is set forth to supplement the guidance on flood relief camp management in the context of COVID-19 issued via No. RGR/ASDMA. 09/2014/323 dated 24th April 2020 and the basic guidelines for implementation of Child Friendly Spaces in Emergencies under NSSP, 2016 issued via letter No. ASDMA/101/2017/PI/28 dated 5th July 2018. The following needs to be adhered to with regard to Child Friendly Spaces in relief camps in the current scenario:

Phase	Actions to be taken at village level where relief camps are being identified	Responsibility
Pre-Disaster	<ul style="list-style-type: none"> <li>Identify locations within the designated camp boundary or nearby where children can be engaged and supported following social distancing, personal hygiene, cough etiquettes and other COVID-19 precautionary measures</li> </ul>	Gaon Burha/ Mondal with School Safety Focal Point Teacher, ANM, ASHA and AWW, SMC members and PRIs
	<ul style="list-style-type: none"> <li>Create a database of children who will be supported in the identified CFS from the targeted villages to plan for the set up using social distancing</li> </ul>	School Safety Focal Point Teacher and AWW
	<ul style="list-style-type: none"> <li>Identify existing IT assets (e.g., Television/Radio) in schools designated as camps) to use them for remote learning in camps</li> </ul>	
	<ul style="list-style-type: none"> <li>Arrange and wherever feasible basic materials such as tents/tarpaulin, recreational and sports as well as education materials, desired number of masks for children, soaps for handwashing, GR as per norms for children to be provided through CFS with Revenue Circle Officer</li> </ul>	
	<ul style="list-style-type: none"> <li>Identify and map pregnant women, lactating mothers, mal nourished children against identified camps and Child Friendly Space and share the information to camp-in-charge</li> </ul>	ANM, ASHA, AWW
	<ul style="list-style-type: none"> <li>Conduct remote/ face to face (core camp team) pre-flood camp level meeting to plan for services in CFS as per COVID-19 guidelines</li> </ul>	Coordinated by Camp-in-charge
	<ul style="list-style-type: none"> <li>Develop a short and simple routine of various activities to be conducted in the Child Friendly Spaces</li> </ul>	School Safety Focal Point Teacher and AWW
	<ul style="list-style-type: none"> <li>Submit any requirement of tools and materials related to CFS to the Office of the BEEO/CDPO for onward sharing with RCO/SDO (Civil)/DDMA</li> </ul>	
	<ul style="list-style-type: none"> <li>Develop/adapt teaching learning and recreational materials available with the school/ICDS centre for use in the CFS</li> </ul>	
	<ul style="list-style-type: none"> <li>Conduct mock exercises to test how social distancing and other COVID prevention measures can be maintained in child friendly spaces in the camp</li> </ul>	Coordinated by Camp-in-charge

<b>During Disaster</b>	<ul style="list-style-type: none"> <li>• Ensure space is available for child friendly space in the camp either in a separate room in the relief camp or in open space covered with tarpaulin for both shade and sitting</li> </ul>	Camp-in-charge
	<ul style="list-style-type: none"> <li>• Ensure siting arrangement in a way that it ensures minimum 1-meter distance between two children</li> </ul>	CFS in-charge teacher and AWW
	<ul style="list-style-type: none"> <li>• Register all children (0-19), pregnant women and lactating mothers taking shelter in the relief camp for providing services in the CFS</li> </ul>	
	<ul style="list-style-type: none"> <li>• Ensure that the activity routine developed before the disaster is being executed with enough scope for educational and other activities with children following social distancing norms. The activities will include:</li> </ul>	
	<p><b>Age specific food and nutrition services</b></p> <ul style="list-style-type: none"> <li>• Establish and make functional a breastfeeding corner where lactating mothers in the relief camp will be encouraged to feed their children (only 1 mother at a time)</li> <li>• Screen height and weight of children (0-6 years) following 1-meter distance and identify children who need additional attention</li> <li>• Provide take home ration to children and their mothers as per ICDS norms following 1-meter distance</li> <li>• Provide take home ration to school age children as per mid-day meals norm following 1-meter distance</li> </ul>	CFS in-charge teacher and AWW
	<p><b>Health Services</b></p> <ul style="list-style-type: none"> <li>• Conduct routine immunization services and other (Village Health Sanitation &amp; Nutrition Day (VHSND) activities following 1-meter distance between beneficiaries</li> <li>• Provide Counselling on age appropriate feeding including exclusive breast feeding and complementary feeding to pregnant and lactating mothers</li> <li>• Provide IFA syrup to children as per guidelines</li> <li>• Provide ORS packet as per-positioning for treatment of diarrhea</li> <li>• Conduct Antenatal checkups and provide IFA and calcium supplements to pregnant women as per guidelines</li> <li>• Conduct routine check-up and provide IFA and calcium supplements to lactating mothers as per guidelines</li> <li>• Provide health education on COVID related issues to children and their mothers</li> <li>• Provide sanitary protection support (culturally appropriate) to adolescent girls registered in the CFS</li> </ul>	ANM and ASHA
<p><b>Infection Prevention and WASH services</b></p> <ul style="list-style-type: none"> <li>• Demonstrate hand washing steps to children and ensure handwashing with soap on hourly basis to children and women in the CFS.</li> <li>• Encourage and guide children to wash hands before and after use of toilet, before and after eating anything</li> <li>• Ensure that enough water and soap is available for handwashing near CFS and containers are disinfected/cleaned regularly</li> <li>• Ensure that children in CFS have access to safe drinking water and toilet as per guidelines</li> <li>• Ensure that everything that is frequently touched in the CFS is disinfected thrice daily</li> <li>• Educate children and women in CFS about infection prevention measures to be undertaken by them during their stay at camp and when they go back home</li> </ul>	PHED Khallasi with Gaon Burha and Camp-in-charge	

	<p><b>Education and recreational Services</b></p> <ul style="list-style-type: none"> <li>Organize children as per age group 3-6 years, 6-14 years and 14-19 years</li> <li>Ensure attendance of children as per the defined age group</li> <li>As per the pre-developed routine, conduct regular classes in a more generic and supplementary manner with special provisions for persons with disability</li> <li>Engage children in quiz, knowledge test games, storytelling, story making and other such interactive activities which require less/no movement and can be done maintaining social distancing</li> <li>Wherever feasible organize radio/television classes or classes through Diksha app among children</li> <li>Facilitate physical activities which do not requiring touching one another and physical distancing can be maintained. School in a Box and Anganwadi in a box concepts shall be implemented as feasible</li> <li>Conduct painting, creative art, singing and such other activities to facilitate their engagement and support them in dealing with emerging stress</li> <li>Observe children who are silent, in fear, shock or anxious and provide them individual care in ventilating their feelings</li> <li>Provide appropriate and timely guidance to children on the existing and emerging scenario</li> <li>Conduct life skills session with focus on adolescents</li> <li>Ensure through regular monitoring of the attendance register that children remain accounted for</li> </ul>	<p>All teachers (in case the relief camp is established in a school)</p> <p>CFS in-charge teachers and AWW</p>
	<p><b>Protection Services</b></p> <ul style="list-style-type: none"> <li>Account for any unaccompanied children in the camp</li> <li>Educate children about their safety both online and offline safety during their stay in the relief camp</li> <li>Share regarding the associated risks such as violence, trafficking and abuse that may happen during and after flood and in COVID situation</li> <li>Provide information related to child protection services that are available to support in case of any such issues e.g., ChildLine, DCPU, JJB, CWC etc.</li> <li>Support children in revealing any unwanted experience that they might have experienced in the camp and support them in reporting those.</li> <li>Place a complain box in the CFS or in a strategic location in the camp and encourage children (particularly girls) to report any issue related to abuse. Child Protection Officers/ Committees may check the box regularly for complaints</li> </ul>	<p>CFS in-charge teachers and AWW</p> <p>Village Child Protection Committee (wherever existing)</p>
	<ul style="list-style-type: none"> <li>Compile and submit daily report to camp-in-charge and DDMA on number of children as per age group, sex and disability status catered or provided services in the CFS.</li> </ul>	<p>CFS in-charge teachers and AWW</p>
<p><b>Post Disaster</b></p>	<ul style="list-style-type: none"> <li>Compile and submit a detailed report on CFS operation in the camp with summary of attendance, activities conducted etc.</li> <li>Share observations and lessons learnt to BEEO's/CDPO's office for improvement of CFS in relief camps in future</li> <li>Based on lessons improve provisions in the designated camps for effective operation of CFS in future</li> </ul>	<p>CFS in-charge teachers and AWW</p>

Annexure-III: Sample letter of communication



Government of Assam  
Office of the Deputy Commissioner and Chairperson  
District Disaster Management Authority.....  
Phone..... Email.....

No. DDMA \_\_\_\_\_

Date \_\_\_\_\_

To,

Superintendent of Police, \_\_\_\_\_  
Chief Executive Officer, Zilla Parishad, \_\_\_\_\_  
Sub-Divisional Officer, \_\_\_\_\_  
Executive Engineer, Public Health Engineering Department, \_\_\_\_\_  
District Social Welfare Officer, \_\_\_\_\_  
Joint Director of Health Services, \_\_\_\_\_  
District Elementary Education Officer, \_\_\_\_\_  
District Veterinary Officer, \_\_\_\_\_  
Deputy General Manager, APDCL \_\_\_\_\_  
Circle Officers, \_\_\_\_\_  
Block Development Officers, \_\_\_\_\_

**Sub: Relief Camp Management as Assam Disaster Management Manual, 2015 and compliance to SoP**

Sir/ Madam,

With reference to the above, this is to inform you that Government of Assam has notified the Relief Camp Management Guidelines (Appendix XXXV - Guideline for Relief Camp Management) under the Assam State Disaster Management Manual 2015 and have issued supplementary Standard Operating Procedures via notification No. \_\_\_\_\_.

Henceforth, in compliance to the guideline and the SoP and as preparedness to upcoming floods, you are requested ensure the following:

- Designate nodal officers/focal points against identified relief camps and share the same with DDMA/SDO (Civil) and respective Circle Officers
- Conduct one day internal orientation of designated officials on the Relief Camp Management Guidelines (Appendix XXXV - Guideline for Relief Camp Management) and the SoP
- Review preparedness and pre-positioning at strategic locations
- Ensure that designated officials participate in Sub-division level/ Circle level planning and preparedness meetings and coordinate regularly with respective Circle Officers
- Be part of the Relief Camp Joint Monitoring Team and conduct pre-during-post operational visits to selected camps and submit joint monitoring reports
- Ensure that vulnerable groups particularly children, women, disabled, elderly and diseased are paid due attention in the camps
- Plan for and implement actions in relief camps through child friendly spaces to reduce disruption of services particularly child related services.
- Please arrange for 'Know Your Team' initiative for better coordination and concentrated effort.