



Directives of Children Home 2014



By

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1. PREAMBLE

Namaste Community Foundation (NCF-Nepal - Former Namaste Children's House Nepal) is a non-profit, non-political, humanitarian organization and is not affiliated with any religious group/organization. It is registered as an NGO in Kaski District, Nepal with the motives of furthering development activities in the child sector and needy women of Nepal and is affiliated with the Social Welfare Council, Kathmandu. NCF is dedicated to provide education, healthcare and love in a safe home-style environment for the poor, needy, orphaned and abandoned children & people of Nepal. We now are also working with empowering single needy women in the form of providing essential training and to establish small business to support their family and supporting many people affected with hearing losses.

Namaste Community Foundation has been operating and growing successfully since 2003. In this time the quality of care has continually improved and the number of children in its care has risen from 28 to 105. The organization was established on the initiative of Mr. Visma Raj Paudel in Pokhara in the district of Kaski, Nepal. Mr Paudel is the Executive Director and carries out all managerial operations with the support of 25 staff whose tasks include administration, accounting and day-to-day care of the children including all cooking and maintaining the home. The work of NCF is also supported by Western professionals who travel to Nepal to offer their expertise on a voluntary basis.

2. MISSION

Our mission is to care for the desperately needy children, women and other people of Nepal so as to create healthy, self-reliant citizens. Namaste Community Foundation's founding principles are based in the name itself "NAMASTE", meaning making a sincere effort to honour and respect the god that is living in all of us. The NCF mission is to strive to create a loving, holistic and healthy environment for the children and to help women for their future sustainability through creating small entrepreneurs, whose lives we have been entrusted with. We are also creating a real difference in the lives of people suffering from moderate or severe hearing losses. Our mission is also to work towards creating the financial independency of the organization in coming days.

3. OBJECTIVES

Currently we are operating five major programmes although the objectives of NCF delivered through these programmes are:

- To operate a children's home with a sound and homely atmosphere for abandoned, poor and vulnerable children. To provide necessary health care, education and vocational training to the children residing in the children's home
- To grant educational scholarships under a sponsorship program to capable but poor children not residing in the children's home.
- To run a skills development program, to generate decent incomes for low-income families, that will in turn increase employment and help to reduce poverty
- To create small entrepreneurs for financial independency through small financial support & let them know they are worthy and being productive for their family.

- To provide hearing aids and ear examinations for people suffering hearing loss, yet not able to buy from the market.
- Organize fundraising activities both in Nepal and abroad for self sustaining program of NCF
- To develop greater care and understanding among all people of the world to foster world peace through a comprehensive international volunteer programme.

NCF's ultimate goal is to support as many poor, needy and abandoned children, women and people as possible.

4. GROUNDS OF SELECTION FOR ADMISSION

The following grounds will be chiefly applicable in regard of the children's admission in our organization.

- 1) A child with high risk is given priority without age barrier.
- 2) Children should be without parents or with single parents having severe financial condition.
- 3) Entirely homeless and bothered by social insecurity.
- 4) Children of school age but under the circumstance of child labour.
- 5) Deprived of basic education, health, food and right to life.
- 6) Not more than 10 years of age that complies with capable of attending a school.
- 7) Children from prison, victim of domestic violence, street, sexual abuse, abandoned.
- 8) Children from armed and other violent conflicts victims.

5. DOCUMENTS REQUIRED IN ORDER TO SEEK SERVICE

The following documents are required for the admission procedure at our organization.

- 1) A hand written application with the statement of the respective parents, close neighbor or relative or favoring person.
- 2) A recommendation letter from the respective VDC office, Municipality Office, School or from a local organization.
- 3) A copy of the citizenship certificate of a guardian (if any)
- 4) A copy of the birth certificate (if any)
- 5) A school certificate if the children is currently studying in a school.
- 6) Two recent passport size photographs
- 7) Field visit report of a staff deployed from the organization
- 8) A recommendation letter from the District Child Welfare Board or from the District Administration Office

6. RIGHTS AND DUTIES OF THE SELECTION COMMITTEE

The application lodged in Namaste Community Foundation (NCF), seeking the security and custody of the organization, will be collected and field on priority basis. The application will be provided with the NCF services on ground of priority, except for the children in emergency and risky situations. The applications will be divided into groups and the NCF staff will be deployed for the field visit. The field visit will be done as per need, risk factors, space in the house and financial availability of the organization. The reports obtained from the field visits will be submitted in the selection committee. In order to make a study of the applications, field visit reports to maintain the ground of selection of a child, a Selection Committee will be formed of the following people. After the recommendation

of the Selection Committee, the Executive Committee or the Board of the organization will make a final decision of selecting the children to support in our home. During emergency, the Chairperson or the Executive director can process the selection procedure and need to inform to the board through either of various communication means.

The selection committee will be formed from the:

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| a) Executive Director or the Chairperson | Coordinator |
| b) Member of the Board Committee | Member |
| c) Field visit employee | Member |
| d) General Manager or Program In-charge | Member |

The final selection is completed after the approval from the board of the organization or the authorized person.

7. TIME AND DURATION

The selection committee is required to make its recommendation as per the determined measurements and grounds, within from the date of meeting and then forward the recommendation for the approval from the board or the executive committee.

8. INFORMATION OR NOTIFICATION

The selection committee is required to notify the respective child about their selection and the time/duration of their arrival for admission in the organization. For the children who have not selected are to be notified with clear reasons of disqualification either in a written form or verbal communication.

9. VISITING THE CHILDREN

The organization will prioritize to allow the children who are in the care and custody of the organization to meet with their parents, relatives and guardians. Such meeting will energize and encourage the children ahead. However, it may be necessary to make a limitation upon such facility. Therefore the organization has determined following terms and conditions in this regard:

- The guardians or relatives of the child are required to have a proper approval of the organization and they can meet their child on Saturday between 10:00 AM to 4:00 PM. The time limit for such meeting will be approximately an hour.
- The guardians or the relative seeking meeting with their children are not allowed to bring any kinds of items including food, cash, clothes and wearing or other instruments. If they like to provide such gifts, they need to make sure that each child in the house will get those gifts. These gifts should be delivered after approval from the House In-charge and through the staff assigned by the organization.
- If there is any suggestions, complaint and advice in regard of the child, it can be conveyed via the Director or the respective staff of the organization.
- The organization may prohibit such meeting if the child him/herself is unwilling to do for it or if the organization comes to know that such meeting may be harmful to the child or will be against the welfare and interest of child.

- e) As per situation and requirement, the organization may allow the guardians, relatives or the favoring people to make a telephone contact with the child but on the normal situation, such facility can be entertained only on the Saturdays.
- f) Frequent telephone call may hamper the study of the children. Therefore any information to be given to the child can be entertained through the House In-charge, House Mother or House Sister as well.
- g) If any guardian or relative is willing to live in the children's house, this facility can be entertained only in an extraordinary situation.
- h) Other provisions will be made as per the need from the time to time.

10. CARE AND CUSTODY

The organization will make a provision of House In-charge for the children under taken for their care and custody in the organization. The major duties and responsibilities of the In-charge are as follows:

1. Helping the children & people relating with NCF to settle problems & stresses through counseling as well as observing and monitoring the condition of children in trouble.
2. Assisting children during homework hours, maintaining discipline and motivate them for improving educational status for securing future goals.
3. Observing the children behavior living at home; provide company & care when needed.
4. Show initiation & always be aware of the children's psychological and physical well being, should any problem arise that is unsolvable, report to Manager or the Director.
5. Supervise the daily activities at orphanage, demand and distribute needed stationeries.
6. Preparing progress report/updates in every six month to be recorded in children file
7. Work as a team leader; supervise and motivate lower staff for better performance.
8. Maintain personal hygienic of each children and make our surrounding neat and clean as well as teach them about importance of Hygiene.
9. Hold monthly meetings with children encouraging them in their works and sharing of concerns, needs, and problems.
10. Organize extra activities, field trips, outings holidays, festival holidays with consulting with the Manager.
11. Regular inspection of child club and engaging them for social works and motivating to work according to NCF rules should not be neglected.
12. Always try to make orphanage an eye catching home with lovely family environment.
13. Be a part of Namaste Team to fulfill its goals and remember every part has the equal responsibility for winning the game.
14. Try to solve the problems of children with good and truth logics.
15. Keep all children's counseling reports separate and confidential. Do not share any information with others during your time here and after; unless the NCF management team wishes you to share information.
16. Plan future programs, rules, regulation/guidelines to help the children with better discipline.
17. Practice fair judgment on all people, disregarding political, gender, cultural, religious, caste and class distinctions.
18. Use common sense and effective decisions during emergency situations.

The house mother and house sister will work under the House In-charge to fulfill these tasks and during emergency periods. Besides fulfilling the above responsibilities, the each staff needs to maintain their discipline together with; speaking polite and soft languages, creating family and

homely atmosphere with the loving environment so that the children should not feel otherwise in regard of the love and affection of their own mothers. The responsibility of house mother and sister also includes:

1. General care for the welfare all children and to ensure their well-being in a fair and equal way. Treat them as a real mother.
2. Working according to the Daily routine starting from waking up children at morning to the bedtime.
3. Controlling, Caring and watching children at every moment.
4. Daily provision of meals is according to the organization's food menu.
5. Maintaining discipline of children and teaching them about discipline.
6. Each child health record should be kept and take to the hospital if needed.
7. Counsel children and helping them cope with their problems, also reporting to upper management.
8. Insure that each every child is receiving fair and equal treatment.
9. Order and acquiring of basic supplies for the running of the household and involve children in daily household task as per their age and growth.
10. Control household goods and run the house in an economical way.
11. Ensure that all children follow daily routine of study, leisure and mealtimes.
12. Help children at home work time and arrange extra activities after consulting with the Supervisor.
13. Ensure that children are neat and tidy when leaving for school. (i.e. check school clothes, bags , shoes and hygiene),
14. Take children to school and also bring small kids from school.
15. Organize children's belongings and guide them to keep things where they belong and teach them how to use in economic way.
16. Try to find out each child's problems and counsel them in an effective manner. Report major issues to upper management level.
17. Always be aware of children's psychological and physical well being, should any problem arise that he/she is unable to solve, report this to upper management.
18. The house should be kept in a high standard of cleanliness at all times

11. OTHER VALUES AND NORMS OF THE ORGANIZATION

1. The children are to be managed as per the assigned routine; from the early in the morning when they get up until the time they go to their bed.
2. The children are to be provided with the knowledge of their religion, culture and other practical aspects of life.
3. The children are to be assisted to work as per assigned routine. E.g.: Yoga, exercise, playtime, homework time, extra classes, breakfast, lunch, dinner, tiffin, washing, brushing, bathing & other tasks.
4. Discipline is the spine of life, without which, a life will be full of disorders. Keeping it in terms of priority, children are always to be made aware about their jobs and responsibilities.
5. A regular checkup of the rooms and bags of the children is an essential task.
6. The children spend most of their time with the house mother and sisters; so the house in-charge and mothers required keeping closer eyes upon the thingamabobs, activities, speeches and

behavior of the children. If there is any abnormality in regard of the children's behavior and activities, it is to be corrected via advices and counseling.

7. If there is any symptom of violence, abuse, exploitation harassment of any kind upon the children in the house, the house mothers need to inform about the encumbering menace to the in-charge and or the senior level staff as soon as possible.
8. If any staff or the member of the organization is discovered being involved in any of above mentioned or illegal activities, and if such involvement is proved, such staff or member will be punished as per the provisions made in this Directive or as per the Codes of Conducts.
9. If any child has to go out of school or house premises, he/she can be sent out in accompaniment with other senior brother/sister or the house staff.
10. If any individual or organization comes to observe the children in the house, it can be entertained upon the recommendation of the authorized institution and upon the assistance of house in-charge or other house staff.

12. BASIC EDUCATION AND EMPLOYMENT TRAINING

Every child has a right to education by birth. Providing quality education to the children in the house is the main objective of this organization and it is well committed in this regard. Therefore the house will maintain for the non-formal as well as formal education to the children as per their own will and interest, talents and necessity.

1. The children will be tested about their talents and aptitude prior to their admission in a school and thereafter they will be enrolled in a private or government school as per their interest and talents. But priority is given to the private school for better education and better carrier developments.
2. After the inspection of the level of learning and education of the children, if it is necessary to run extra classes to facilitate them in their learning, teachers will be provided for additional classes in the morning or evening.
3. So far possible, the children will be enrolled in the house at the beginning of the academic session. But if any child comes to be admitted in the house in the middle of the academic session, he/she will be enrolled in the school at the beginning of the forthcoming session after he/she has entered in the house. Till the admission in the school, he/she will be managed with his/her education or training whatever required within the house.
4. In order to foster the education of the children in the house, the concept of library will be enhanced and implemented.
5. The children in the house will be encouraged and motivated for the attainment of at least 10+2 level of education making it obligatory. For the further education and higher level vocational trainings, the organization will inspire and assist the potential students upon its own resources. The house will initiate for the expenses required for the education of the child from their respective donors, partner charities and other generous individuals. If the donor provides a written commitment for the assistance to the child's education, the process will be perpetuated, upon the mediation of the organization.
6. After the attainment of basic education, the children will be provided with the higher level of skills based on vocational training as per their interest (as far possible).
7. In addition to the formal and informal education provided by the organization, the children will be provided with the psychological counseling, interaction, adolescence education and public awareness.

13. HEALTH AND TREATMENT SERVICES

A suitable environment will be created to maintain good health/hygiene of the children in the house. They will be provided with basic health knowledge to maintain their health and physique. The organization will always be committed to keep the children mentally and physically healthy. A regular health checkup of the children will be maintained.

1. Regular checkup of dental & ear infections will be arranged with in the house from time to time via the services of specialist doctors.
2. The children will be provided with anti-warm dosage as per the routine maintained for it.
3. The children in the house and even newly admitted ones will be provided with the immunization service.
4. If the children suddenly fall sick in the house, they will be taken to a physician as soon as possible and will be admitted in the hospital as per requirement.
5. The house will manage primary health care, first aid treatment and minor illness within the house, upon its own initiation.
6. No child in the house will be deprived from the basic health service.

14. OTHER SERVICES

A part from the above services, the organization will play a vital role on followings:

1. Helping on other paper works including the national citizenships.
2. Securing and transferring the ownership of fixed assets from their parents (e.g.: land, building, etc)
3. Keeping on touch after re-integration to know about their current situation and need of help.
4. A yearly meeting with the re-integrated children unless possible.
5. Play as a parent role during ritual ceremonies (during marriage, death, and other occasions)
6. Try to find jobs to each and every child after they completed 10+2 and vocational trainings.
7. Proper guidelines, counseling and other services after re-integrations.
8. Invite re-integrated children to celebrate major festivals in our house; as being their own family.
9. Empower children to work as an ambassador of the whole organization to lead ahead in the future.
10. Invite few re-integrated children to become an organizational member to play a vital role for the organizational development.

The main objective of the organization is to provide quality education to the beneficiaries and help them to live an independent and self reliant citizen in their society. After they are successfully re-integrated they are equally observed, supervised, visited time to time in a formal or informal way. At any time of meeting, the organization will show the highest initiations to solve the problem as far possible. But the entire responsibility of the organization by the time will have been diminished.

15. MISCELLANEOUS

This directive may be reviewed and revised from time to time as per the work load and necessity of the organization.

THANK YOU~