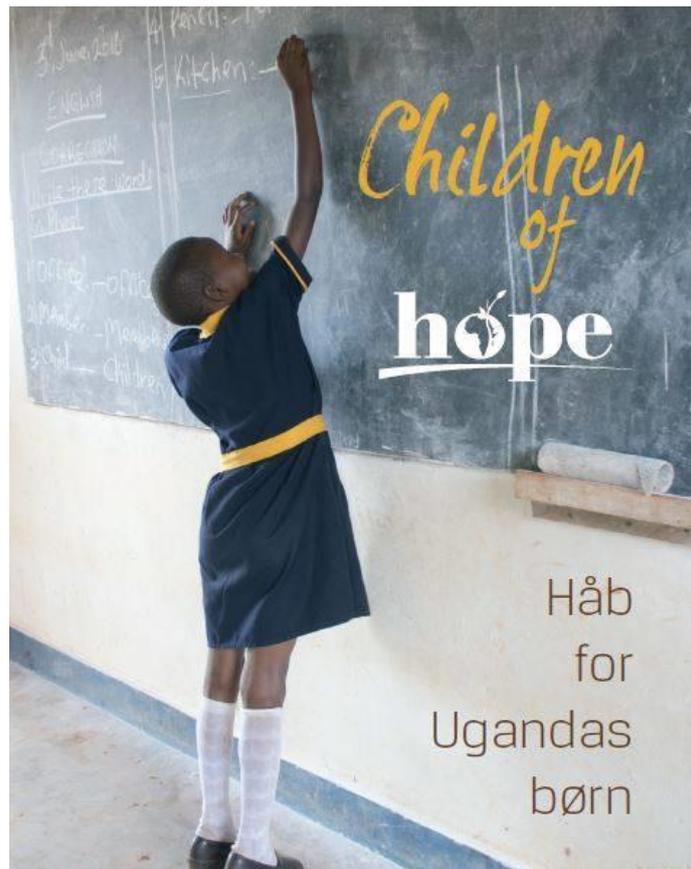




Children of Hope



Academic progress

Health Checks

Child welfare and social development

Family (legal guardian) welfare and social development

“Education is the most powerful weapon which you can use to change the world”

Nelson Mandela

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Introduction

“Children of Hope” is a child sponsorship programme started by Hope Danmark and Hope Foundation Uganda. The programme is hosted by Hope Danmark (UG) Ltd. Hope Danmark (UG) Ltd. is registered as a Foreign NGO under the National Bureau for Non-governmental organizations in Uganda. The programme has been running since 2014. The programme area is Kamuli District¹ in Eastern Uganda. The office is located within Kamuli Town in Kamuli district. The programme is financed by individual sponsors. The beneficiaries of the programme are vulnerable children that are either orphaned, the legal guardian/s are sick or old, is suffering from a chronic disease, or is a victim of multidimensional poverty and/or the child is suffering from a critical condition such as HIV/AIDS or has other special needs. The age of enrollment in the programme is between 3 and 8 years old.

“Children of Hope” is using a holistic approach to child development and works within four areas of intervention: 1) Academic progress, 2) Health Check, 3) Child welfare and social development, 4) Family (Legal guardians) welfare and social development.

Objective / Mandate

“Children of Hope” is a programme mandated by the Sponsorship Committee in Hope Danmark (DK). “Children of Hope” hereafter referred to as CoH is hosted by Hope Danmark (UG) Ltd.

Overall objective

The overall objective of Children of Hope is to contribute to the education of coming generations in Kamuli District. We wish to see the coming generations excel, become responsible citizens and contribute to the development of Uganda.

The programme Children of Hope is focusing on the vulnerable children that need extended support to complete an education. We believe that all children have a right to education and that all children have potential.

We identify vulnerable children from families that is often suffering from multidimensional poverty where the parent or the legal guardian is suffering from a chronic illness, is very poor, where either one or both parents are deceased or absent and/or the legal guardian is very old.

Specific objectives

- To provide quality primary school education to vulnerable children who live maximum five kilometers from the school
- To ensure that vulnerable children receive quality Health Checks and treatment according to the Health Checks
- To improve the welfare and social development of the child
- To ensure positive development of the welfare and social development of the family (legal guardian)

Operational policies / Administration / Staff

The operation of CoH is mandated by the Sponsorship Committee that sits in Hope Danmark (DK). CoH receives programme support from Hope Danmark (UG) Ltd and is managed by the Administrator assisted by the International Coordinator of Hope Danmark (UG) Ltd. The role of the International Coordinator is to

¹ When Kamuli District is mentioned in this programme document it refers to the borders of Kamuli District as they were in the year 2007.

process guide and supervise CoH. The Administrator coordinates employees, pays salaries and is responsible for accountability, drafting quarterly reports and annual report. The policy for Health Checks is developed by an international volunteer from Hope Denmark (DK) who is a medical doctor specializing in family medicine. CoH has social workers employed and works with partner schools in Kamuli District. The schools have signed cooperation agreements with Hope Denmark (DK).



Operational policies

- CoH Policy and criteria for selection of new schools for sponsorship and Information questionnaire
- CoH Policy for selection of child for sponsorship
- CoH Policy for Health Checks and medicine
- Hope Denmark (UG) Policy for financial management
- Hope Denmark (UG) Ltd. staff manual

Budget / Accountability

An annual budget is developed by the International Coordinator and Administrator based on the actual number of sponsorships in the programme. The Administrator is responsible for monthly accountability, internal audit and preparation for external audit. The employees are responsible for submitting timely and accurate monthly accountability based on actual expenses. Schools submit a budget for fees and requirements annually and can request for additional expense to be covered like field trips during the year.

Monitoring / Evaluation

CoH holds staff meetings every second week for the core team of CoH. The meetings are called by the Administrator and attended by the social workers and occasionally by the International Coordinator. The social workers submit Monthly Field Reports and complete the annual Child Monitoring Circle. The Administrator compiles a Quarterly Progress Report that is first shared with the International Coordinator and then forwarded to the Sponsorship Committee in Hope Denmark (DK). An annual Child Progress Report is uploaded on the individual sponsor web page.

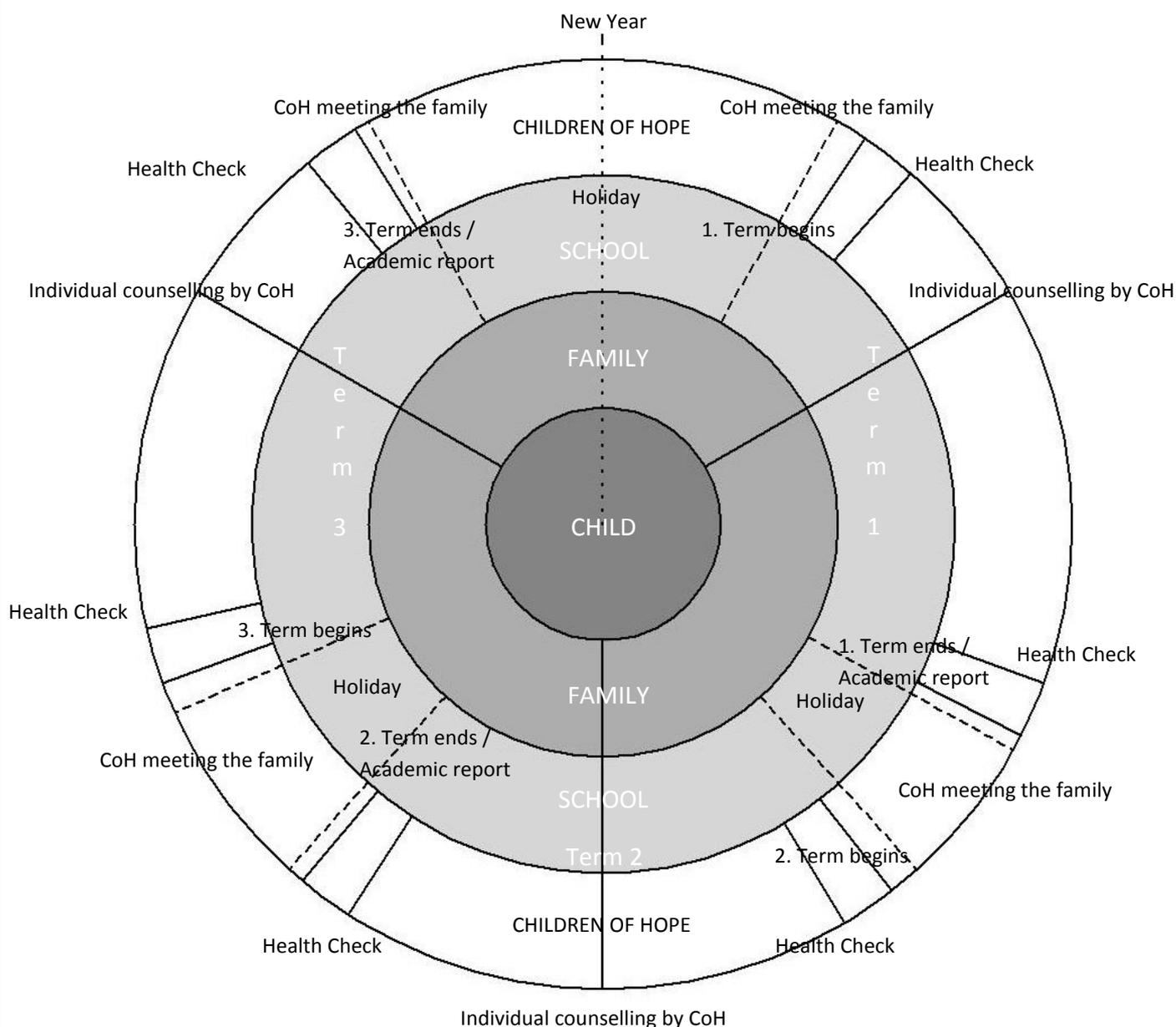


The core implementation team of social workers operates as a self-managed team where the social workers are responsible for drafting and following own work plans and coordinate with their cooperation partners and other team members. Work successes, challenges and team recommendations are discussed during the staff meetings every second week. Quarterly Progress Meetings are used to assess the performance of team members in relation to the job description and tasks. The Annual Progress workshop assesses the individual team member performance, the performance of the team as well as the progress of the child using the four monitoring areas.

The four monitoring areas of CoH:

1. Academic progress
2. Health Check
3. Child welfare and social development
4. Family (Legal guardians) welfare and social development

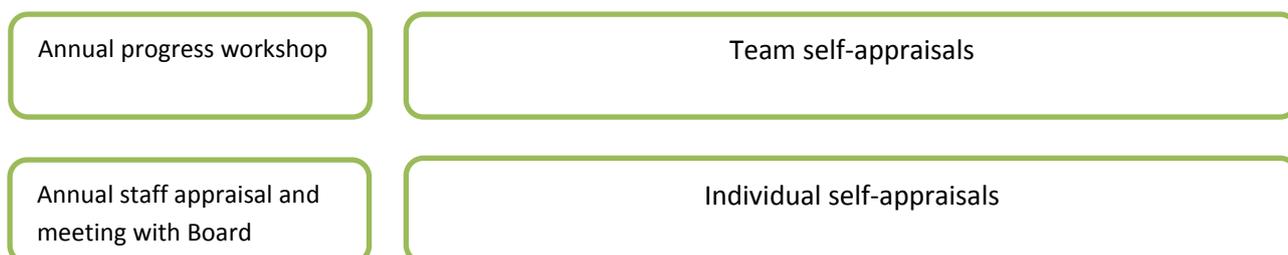
Child Monitoring Circle



The academic year in Uganda begins in late January early February. There are three school terms a year each with a subsequent holiday that last between 3-4 weeks except the Christmas holiday that last about two months. The Schools submits academic progress reports after every term three times a year. Health Checks take place six times a year at the beginning and the end of every term. The social workers will conduct at least one counselling session with each child during the school year. Practically, the social worker can conduct 2-3 individual counselling session per week during the school terms. The social workers will conduct at least one counselling session with each family during school holidays. Practically, the social worker can conduct 30-35 counselling sessions with families each holiday. The individual social worker is responsible for arranging his/her own schedule for meetings with individual children and family visits.

Staff appraisal

CoH staff works as a self-managing team. The Administrator calls for staff meetings and the social workers are responsible for planning their own work schedule, plan and implement the tasks outlined in the job description. The social workers submit Monthly Field Reports, Quarterly Progress Reports and the annual Child Progress Report. Staff performance is assessed every quarter during the Quarterly Staff Progress meeting where the Quarterly Progress Report is discussed including achievement, challenges and recommendations. The Annual Progress Workshop includes a team performance appraisal that is discussed in the team and an individual staff appraisal for each staff member. Each type of appraisal is followed by recommendations to improve the individual performance or the team performance as well as recommendations to CoH and Hope Danmark (UG) Ltd. as a host of the programme. The individual self-appraisal is followed up by a meeting between the individual staff member and a representative from the Advisory Board of Hope Danmark (UG) Ltd. and if possible also by a member of the Sponsorship Committee.

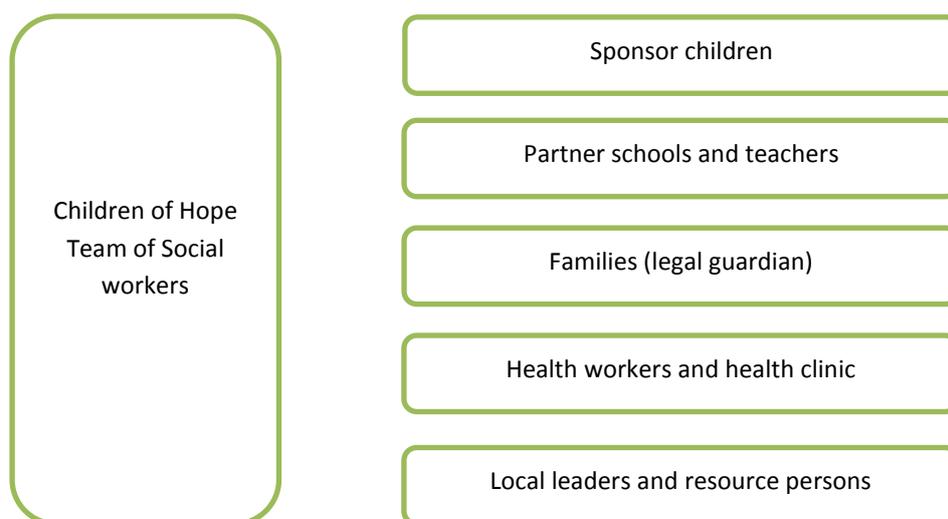


Performance parameters:

- Overall performance of the staff member
- Performance within the four programme areas: 1) Academic progress, 2) Health Check , 3) Child welfare and social development, 4) Family (Legal guardians) welfare and social development
- Knowledge of the job given
- Sense of responsibility
- Methodology of work
- Level of commitment
- Team work
- Improvements made during the year
- Potential areas of growth
- Recommendations

Programme support / Implementation tools

CoH is implemented by a team of social workers and supported by nurses and volunteers from Hope Danmark (DK). The core team of social workers works as a self-managed team and the social workers are responsible for developing their own work plan, plan interventions for schools, children and families. The social workers are employed on similar conditions and share the same objectives but have different qualifications, skills and specific interests. The social workers are encouraged to divide and share cross cutting tasks where it makes sense and not be strictly bound to carry out tasks at his/hers partner school and work location. The social workers are responsible for drafting own monthly/quarterly work plans, coordinate with their cooperation partners, submit Monthly Field Reports, Quarterly Progress Reports and draft the Annual Child Progress Report.



CoH works within the four following areas:

1. Academic progress
2. Health Check
3. Child welfare and social development
4. Family (Legal guardians) welfare and social development

Academic progress

The schools that have a cooperation agreement with CoH are responsible for the children's academic progress. CoH *can* organize teacher trainings and create links to sponsors that wishes to fund scholastic materials and other needs of the school if this is recommended by staff of CoH and approved by the Sponsorship Committee of Hope Danmark (DK). Apart from school fees CoH also sponsor scholastic materials and other requirements from the school as outlined in the cooperation agreement. The child should be willing to acquire knowledge and the family(legal guardian) should support and encourage the child. The social worker is responsible for assessing the academic progress of each child and in case of any decline in the progress the social worker should arrange an individual counselling session. To support the general academic progress and wellbeing of the child CoH funds nutritional meals for all children enrolled at the partner schools.

Health Checks

Health Checks takes place six times of the year in the beginning of the school term and at the end of the school term during all three terms. The Social workers are overall responsible for the individual Health Checks supported by the Administrator in accordance with the CoH Policy for Health Checks and the check list for Medicine for Health Checks. A professional nurse is part of the team implementing the Health Check. The nurse is preferably working at the nearby Health Center and is a known cooperation partner for the Social workers. The child is obliged to show up for Health Checks. In between the Health Checks the schools and the family(legal guardian) are responsible for taking the child to the nearby health facility when the child is sick. The social workers should follow up on malnourished children and children with other recurrent sicknesses and work closely with the families of these children. The social worker should ensure that all children are following the Ugandan National Immunization programme.

Child welfare and social development

CoH is concerned with the welfare and social development of the individual child. At least once during the year the social worker will conduct an individual counselling session with each child. The social worker can also arrange group session with children that have similar challenges. The group session cannot replace the individual counselling session. During the counselling sessions the following is discussed but not excluded to depending on the age and the maturity of the child:

- The welfare of the child in the school and in the home.
- The health and the hygiene of the child.
- Sexual education (age dependent) including prevention of early pregnancies and early marriages.
- Sign of neglect, decline and abuse.
- The interest, the dreams and the role models of the child.
- Language development of the child is assessed.
- For P6 and P7 students an exit talk about the child's education option and plans is initiated.
- The need for a follow up meeting is assessed as well as the need for taking further action such as contacting any stakeholders in the life of the child is assessed.

Family (Legal guardians) welfare and social development

CoH selects children from vulnerable families that are often suffering from multidimensional poverty. The conditions in the families are often very difficult. To ensure that the situation is not getting worse and that initiative is taken to improve the welfare and the social development in the home of the sponsor child the social work has two entry points to the family(legal guardian); 1) public meeting where the family is called and a predetermined topic is discussed and 2) Individual counselling session in the home of the family.

At least once during the year the social worker will conduct an individual counselling session with each family(legal guardian) preferable within the family home of the child. The social worker can also arrange group session with families that have similar challenges. The group session cannot replace the individual counselling session. During the counselling sessions the following is discussed but not excluded to:

- The condition of the home (pit latrine, mosquito nets, hygiene).
- The condition of the family(legal guardian) (health, employment, income generating activities).
- The child's wellbeing in the family not excluded to 1) the relationship between the child and the legal guardian 2) The danger of early pregnancies, marriage if the child is approaching adolescence and preventive measures to these. 3) Immunization status of the child.
- The future plans of the family. For P6 and P7 students an exit talk about the child's education option and plans is initiated.
- The need for a follow up meeting is assessed as well as the need for further action such as contacting any external stakeholders is assessed. A picture from the home of the child is taken.

Templates

Job description for Social Workers	Fejl! Bogmærke er ikke defineret.
Monthly Field Report – Template	Fejl! Bogmærke er ikke defineret.
Quarterly Progress Report – Template	Fejl! Bogmærke er ikke defineret.
Quarterly Progress Report Administrator – Template	Fejl! Bogmærke er ikke defineret.
Annual Child Progress Report – Template	Fejl! Bogmærke er ikke defineret.
Child Selection Assessment – Template	Fejl! Bogmærke er ikke defineret.
Guide to individual counselling session - Child welfare and social development	Fejl! Bogmærke er ikke defineret.
Guide to individual counselling session - Family (legal guardian) welfare and social development	Fejl! Bogmærke er ikke defineret.
Annual Social Worker Appraisal – Template	Fejl! Bogmærke er ikke defineret.
Annual General Staff Appraisal – Template	Fejl! Bogmærke er ikke defineret.
Annual Administrator Appraisal – Template	Fejl! Bogmærke er ikke defineret.
Annual Team Appraisal – Template	Fejl! Bogmærke er ikke defineret.

Job description for Social Workers

The social workers are required to meet the overall objective of the programme Children of Hope which is to contribute to the education of coming generations in the Busoga region. We wish to see the coming generations excel, become responsible citizens and contribute to the development of Uganda.

Specific objectives

- To provide quality primary school education to vulnerable children who live maximum five kilometers from the school
- To ensure that vulnerable children receive quality Health Checks and treatment according to the Health Checks
- To improve the welfare and social development of the child
- To ensure positive development of the welfare and social development of the family (legal guardian)

The social workers are coordinated by the Administrator and guided by the International Coordinator of Hope Denmark (UG) Ltd. The social workers work as a self-managed team but have individual competences and responsibilities.

Tasks common for all social workers

- Active participation in CoH staff meetings held every second week
- Compile and submit Monthly Field Reports and Quarterly Progress Report
- Compile and submit annual self-assessment and attend the individual staff assessment meeting
- Compile and submit Annual Child Progress Reports for 100 children
- Complete the annual Child Monitoring Circle
- Identify and suggest vulnerable children for sponsorship using the Policy for Selection of Child for Sponsorship
- Participate in the identification of new partner schools should the need arise
- Network with local leaders (LC1, LC2, LC3, Neighborhood Assemblies, religious leaders), Health Centers and other local organizations and programmes
- Contribute to information activities and documentation of CoH
- Participate in any other activities called by either CoH or Hope Denmark (UG) Ltd.

Academic progress

- Monitor the academic progress of the children and provide support to children with declining academic progress
- Participate in relevant meetings and activities carried out by the partner school

Health Check

- Organize and implement six annual health check-ups
- Cooperate with the local Health Center and nurses
- Monitor the health of sponsor children and remind families/legal guardians to take the child to the local clinic in case of sickness. Ensure that all children are following the Immunization programme.

Child welfare and social development

- Monitor the wellbeing and social development of the individual sponsor child
- Carry out individual counselling session with 100 sponsor children on an annual basis
- Arrange group counselling session for selected sponsor children when necessary

Family (Legal guardians) welfare and social development

- Monitor the wellbeing and social development of the families/legal guardian of the sponsor child
- Carry out individual counselling session with 100 families/legal guardians of the sponsor child
- Arrange public meetings for families/legal guardians when necessary

Monthly Field Report – Template

Standard information

Implementing organisation	Hope Danmark (UG) Ltd.
Project title or Programme	Children of Hope
Type of report	Monthly Field Report
Period of reporting	
Date of report	
Report writer	
Report approved by	

Reporting on specific objectives

Brief description of the month in words	NO
Total no of days spend in the field (at the school, in the homes, networking etc.)	
1. To provide quality primary school education to vulnerable children who live maximum five kilometers from the school (activities carried out by CoH social worker this month related to this objective)	
No of meetings in the school with the participation of CoH social worker	
No of activities in the school with the participation of CoH social worker	
No of children that has improved in academic progress	
No of children with observed challenges in academic progress	
Names of children with academic challenges	Action point
2. To ensure that vulnerable children receive quality Health Checks and treatment according to the Health Checks (activities carried out by CoH social worker this quarter related to this objective)	
No of Health Checks organized by CoH social worker	
No of children participating in the Health Check	
No of children with observed medical challenges	
No of children being immunized this month	
Names of children that needs special attention	Action point
3. To improve the welfare and social development of the child (activities carried out by CoH social worker this quarter related to this objective)	
No of individual counselling sessions held with individual children	
No of group counselling sessions held with children	
No of children that has improved in welfare and social development	
No of children with observed challenges in child welfare and social development	
Names of children counselled	Action point
4. To ensure positive development of the welfare and social development of the family/legal guardian (activities carried out by CoH this quarter related to this objective)	
No of individual counselling sessions held with families/legal guardians	
No of public meetings held with families/legal guardians	
No of families that has improved in welfare and social development	
No of families with observed challenges in welfare and social development	
Names of families counselled	Action point

Reporting on overall objective

Achievements
Challenges
Recommendations
Documentation
Accountability
Progress own education

Quarterly Progress Report – Template

Standard information

Implementing organisation	Hope Danmark (UG) Ltd.
Project title or Programme	Children of Hope
Type of report	Quarterly Progress Report
Period of reporting	
Date of report	
Report writer	
Report approved by	

Reporting on specific objectives

Brief description of the quarter in words	NO
1. To provide quality primary school education to vulnerable children who live maximum five kilometers from the school (activities carried out by CoH this quarter related to this objective)	
No of children that has improved in academic progress	
No of children with observed challenges in academic progress	
2. To ensure that vulnerable children receive quality Health Checks and treatment according to the Health Checks (activities carried out by CoH this is quarter related to this objective)	
No of Health Checks carried out	
No of children participating in the Health Check	
No of children with observed medical challenges	
No of children being immunized this quarter	
3. To improve the welfare and social development of the child (activities carried out by CoH this quarter related to this objective)	
No of individual counselling sessions held with individual children	
No of groups counselling session held with children	
No of children that has improved in welfare and social development	
No of children with observed challenges in child welfare and social development	
4. To ensure positive development of the welfare and social development of the family(legal guardian) (activities carried out by CoH this quarter related to this objective)	
No of individual counselling sessions held with families/legal guardians	
No of public meetings held with families/legal guardians	
No of families that has improved in welfare and social development	
No of families with observed challenges in child welfare and social development	

Reporting on overall objective

Achievements
Challenges
Recommendations
Documentation
Accountability
Progress on CoH staff sponsored education

Quarterly Progress Report Administrator - Template

Standard information

Implementing organisation	Hope Danmark (UG) Ltd.
Project title or Programme	Children of Hope
Type of report	Quarterly Progress Report
Period of reporting	
Date of report	
Report writer	
Report approved by	

Reporting on specific objectives

Brief description of the quarter in words	Number or yes/no
1. Programme objective and communication	
No of policies up to date and working.	
Communication up to date	
If the policies and communication is not up to date please explain why:	
2. Coordination of staff and meetings (Plan, invite, execute, take minutes, communicate, follow-up)	
No of staff meeting carried out	
No of Quarterly Progress meetings and or Annual Progress workshop carried out	
If the planned meeting were not carried out, explain why:	
3. Receiving and compiling reports	
No of Monthly Field Reports received	
No of Quarterly Progress Reports received	
No of Quarterly Progress Reports compiled	
No of Annual Progress Reports compiled	
No of Annual Child Progress Reports compiled	
If the expected reports were not received or compiled, explain why:	
4. CoH monitoring areas:	
Academic progress	
Necessities for children and schools planed and implemented (Purchase, payments, logistics, follow-up, controlling)	
No of term reports collected, scanned and uploaded	
If necessities were not purchased or term reports collected and uploaded please, explain why:	
Health Check	
No of Health Checks planned and implemented (purchase of medicine, logistics, attend on the days, coordination with stakeholders)	
No of collected, scanned and uploaded HC forms	
If the Health Check were not carried out as planed and forms no collected and uploaded please explain why:	
5. Donor management	
Donor Database is up to date	

Payments are updated in HYS	
Updated information on children	
Uploaded forms and pictures	
If the donor database is not up to date, please explain why:	
6. Accountability	
Petty cash and ledger in order	
Receipt check-up done	
Scan and store done	
Monthly accountability done	
Quarterly financial report done	
Annual financial report done	
Audit done	
If the accountability is not up to date, please explain why:	

Reporting on overall objective

Achievements
Challenges
Recommendations
Documentation
Accountability
Progress on CoH staff sponsored education

Annual Child Progress Report – Template

Standard information

Implementing organisation	Hope Danmark (UG) Ltd.	INSERT A PICTURE OF THE CHILD
Project title or Programme	Children of Hope	
Type of report	Annual Child Progress report	
Period of reporting		
Date of report		
Report writer		
Report approved by		
Identification information		
Name of the child		
Date of birth		
Sex		
Name of the legal guardian		
Name of the school		
Name of CoH social worker		

Reporting on specific objectives

1. To provide quality primary school education to vulnerable children who live maximum five kilometers from the school	
Academic progress of the child (annual)	
Class	
Intervention by CoH	
2. To ensure that vulnerable children receive quality Health Checks and treatment according to the Health Checks	
Medical status and development, including immunisation status (annual)	
Intervention by CoH	
3. To improve the welfare and social development of the child	
Child welfare and social development (annual)	
Intervention by CoH	
4. To ensure positive development of the welfare and social development of the family(legal guardian)	
Family(legal guardian) welfare and social development (annual)	
Intervention by CoH	

Summary – in comparison to baseline data at selection

Rating	Really poor	Below average	Average	Above average
Academic status				
Health status				
Child wellbeing and social development				
Family(legal guardian) wellbeing and social development				

Reporting on overall objective

Achievements
Challenges
Recommendations
Documentation (school reports, pictures, letters, drawings)

Child Selection Assessment – Template

Standard information

Implementing organisation	Hope Danmark (UG) Ltd.
Project title or Programme	Children of Hope
Type of report	Child selection for sponsorship assessment
Period of reporting	
Date of assessment	
Assessment done by	
Report approved by	

Identification of the child

Name of the child	
Date of birth	
Sex	
Religion	

Guide

External verification is done by consulting LC1, LC2, neighbors, Neighborhood Assemblies, Health Center staff, Village Health Workers and other.

Take pictures 3-5 for documentation. One close-up profile picture, one in a situation like playing, in front of the school etc. if you are taking pictures of different children write the name of the child on a piece of paper and take a picture before taking pictures of a new child.

Status assessment

Status assessment	Description – explain the situation using words	External verification
1. Academic progress		
The child is not attending any institution of education		
2. Health Check		
The child is suffering from a critical condition such as HIV/AIDS		
The child has a minor physically or mental handicap (in more serious cases the child is referred to a special needs institution)		
What is the Immunization status of the child? Collect the vaccination card.		
3. Child welfare and social development		
Describe the wellbeing of the child is the child sad, lonely, cheerful etc.		
4. Family (Legal guardians) welfare and social development		
The child is an orphan (both parents dead or missing)		
The child is being raised by a		

single parent (one parent dead or missing)		
The child is being raised by a single parent that does not receive any financial support from the other parent		
The family(legal guardian) is suffering from a critical condition such as HIV/AIDS, cancer etc.		
The family(legal guardian) is very old		
The family(legal guardian) does not have any income generating activity		
The family(legal guardian) is suffering from multidimensional poverty (is sick, poor, does not own land etc.)		

Internal verification

Check list	
Is the child willing to go to school?	
Does the child want to acquire knowledge and improve his/her skills?	
What dreams does the child have for the future?	
Is the family legal guardian willing to send the child to school?	
Is the family(legal guardian) ready to support and encourage the child to go to school and learn	

Recommendation by social worker

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Summary - Baseline data at selection

Rating	Really poor	Below average	Average	Above average
Academic status				
Health status				
Child wellbeing and social development				
Family(legal guardian) wellbeing and social development				

Guide to individual counselling session - Child welfare and social development

Standard information

Implementing organisation	Hope Danmark (UG) Ltd.
Project title or Programme	Children of Hope
Type of report	Individual counselling session feedback
Period of reporting	
Date of assessment	
Assessment done by	
Report approved by	

Identification of the child

Name of the child	
Date of birth	
Sex	
Religion	
Name of the school	
Class	
Name of the legal guardian	

Guide

This is an interview guide and it does not mean that the Individual counselling session should follow these exact questions. However, keep in mind the four objectives, monitoring and implementation areas.

Status assessment

Status assessment	Description – explain the situation using words	Acton point
1. Academic progress		
Check the academic progress of the child and ask why if the progress has declined		
2. Health Check		
How is the health of the child?		
How is the hygiene of the child?		
3. Child welfare and social development		
How is the child doing in the school generally?		
Does the child have friends?		
Does the child have any specific interest? What does the child like to play to eat?		
What are the dreams of the child? What would the child like to become as an adult? What are the role models of the child?		
For children between aged 11 and above discuss sexual		

education and Prevention of early pregnancies and early marriages		
Is the language development of the child age appropriate?		
For P6 and P7 students discuss education options, wishes and future plans of the child		
Any other question		
4. Family (Legal guardians) welfare and social development		
How is the child doing in the home generally?		
What is the child supposed to do at home/chores?		
Any sign of progress or decline in the home according to the child		
Any sign of neglect?		
Any sign of abuse?		

Recommendations from social worker

In the recommendation include these two points:

1. Is there a need for a follow up meeting?
2. As a result of the meeting should any action be taken or should any stakeholders in the life of the child be contacted?

Guide to individual counselling session - Family (legal guardian) welfare and social development

Standard information

Implementing organisation	Hope Denmark (UG) Ltd.
Project title or Programme	Children of Hope
Type of report	Individual counselling session feedback
Period of reporting	
Date of assessment	
Assessment done by	
Report approved by	

Identification of the child

Name of the child	
Date of birth	
Sex	
Religion	
Name of the school	
Class	
Name of the legal guardian	

Guide

This is an interview guide and it does not mean that the Individual counselling session should follow these exact questions. However, keep in mind the four objectives, monitoring and implementation areas.

Status assessment

Status assessment	Description – explain the situation using words	Acton point
1. Academic progress		
Check the academic progress of the child and ask why if the progress has declined		
2. Health Check		
How is the health of the child? Has the child been taken to the health center this year?		
How is the health of the legal guardian)		
How is the hygiene in the home?		
What is the status of the child's Immunization? Is the card up to date? If not find a way forward.		
3. Child welfare and social development		
How is the child doing in the home?		
How is the relationship		

between the child and the legal guardian?		
For children between aged 11 and above discuss sexual education and Prevention of early pregnancies and early marriages		
For P6 and P7 students discuss education options, wishes and future plans of the child		
4. Family (Legal guardians) welfare and social development		
Any sign of progress or decline in the home since the last visit?		
Any sign of neglect?		
Any sign of abuse?		
How is the condition in the home?		
Does the home have a pit latrine?		
Do the beds have mosquito nets?		
How is the employment status of the legal guardian?		
Does the house hold have any Income generating activities?		
What are the future plan of the family		
Remember to take a picture from the childs home!		

Recommendations from social worker

In the recommendation include these two points:

1. Is there a need for a follow up meeting?
2. As a result of the meeting should any action be taken or should any stakeholders in the life of the child be contacted or should any external stakeholders be contacted?

Annual Social Worker Appraisal – Template

Standard information

Implementing organisation	Hope Danmark (UG) Ltd.
Project title or Programme	Children of Hope
Type of report	Annual social worker appraisal
Period of reporting	
Date of report	
Report writer	
Report approved by	

Identification of the staff

Name of the staff	
Position of the staff	
Year of employment	
Name of the appraiser	

Guide

In the assessment column use the following scores: Below Average, Average, Satisfactory or Excellent.

Staff appraisal

Parameters	Description – explain the situation using words	Assessment
Overall performance of the staff member		
How has the staff member performed during the year?		
Performance within the four programme areas		
Academic progress		
Health Check		
Child welfare and social development		
Family (Legal guardians) welfare and social development		
Knowledge of the job given		
Does the staff understand his/hers job description and the demands of the job?		
Does the staff understand the relationship between the objectives of the programme and the individual job task?		
Sense of responsibility		
How is the sense of responsibility of the staff member?		
How is the relationship between the Monthly work plans versus monthly field reports?		

Are reports submitted timely and is there a sense of details in the reports?		
Is the staff able to work with minimum supervision?		
Methodology of work		
How does the staff apply his/hers educational background in the work?		
Does the staff follow guidelines?		
Does the staff use creative methods in the work?		
Does the staff come up with solutions to challenges?		
Level of commitment		
Is the staff committed to his/hers job?		
Does the staff attend meetings?		
Does the staff follow the annual Child monitoring circle?		
Does the staff carry out tasks outside the job description but related to the job?		
Team work		
How does the staff relate to other staff members?		
Does the staff assist other staff with carrying out activities?		
Does the staff come up with solutions to challenges?		
How does the staff fit into a self-managed team?		
Improvements made during the year		
Describe how the staff has improved his/hers performance?		
Potential areas of growth		
How can the staff be supported to grow?		

Recommendations

<p>In the recommendation include at least the following two points:</p> <ol style="list-style-type: none"> 1. What are the recommendations for the staff to improve his/hers performance? 2. What are the recommendations for CoH in regards to the staff member?

Annual General Staff Appraisal – Template

Standard information

Implementing organisation	Hope Danmark (UG) Ltd.
Project title or Programme	Children of Hope
Type of report	Annual general staff appraisal
Period of reporting	
Date of report	
Report writer	
Report approved by	

Identification of the staff

Name of the staff	
Position of the staff	
Year of employment	
Name of the appraiser	

Guide

In the assessment column use the following scores: Below Average, Average, Satisfactory or Excellent.

Staff appraisal

Parameters	Description – explain the situation using words	Assessment
Overall performance of the staff member		
How has the staff member performed during the year?		
Knowledge of the job given		
Does the staff understand his/hers job description and the demands of the job?		
Does the staff understand the relationship between the objectives of the programme and the individual job task?		
Sense of responsibility		
How is the sense of responsibility of the staff?		
Are reports submitted timely and is there a sense of details in the report?		
Is the staff able to work with minimum supervision?		
Methodology of work		
How does the staff apply his/hers educational background in the work?		
Does the staff follow guidelines?		
Does the staff use creative		

methods in the work?		
Does the staff come up with solutions to challenges?		
Level of commitment		
Is the staff committed to his/hers job?		
Does the staff attend meetings?		
Does the staff carry out any tasks outside the job description but related to the job?		
Team work		
How does the staff relate to other staff members?		
Does the staff assist other staff members in carrying out activities?		
Does the staff come up with solutions to challenges?		
How does the staff fit into a self-managed team?		
Improvements made during the year		
Describe how the staff has improved his/hers performance?		
Potential areas of growth		
How can the staff be supported to grow in his/hers job?		

Recommendations

In the recommendation include at least the following two points:

1. What are the recommendations for the staff to improve his/hers performance?
2. What are the recommendations for CoH in regards to the staff member?

Annual Administrator Appraisal - Template

Standard information

Implementing organisation	Hope Danmark (UG) Ltd.
Project title or Programme	Children of Hope
Type of report	Annual Administrator appraisal
Period of reporting	
Date of report	
Report writer	
Report approved by	

Identification of the staff

Name of the staff	
Position of the staff	
Year of employment	
Name of the appraiser	

Guide

In the assessment column use the following scores: Below Average, Average, Satisfactory or Excellent.

Staff appraisal

Parameters	Description – explain the situation using words	Assessment
Overall performance of the staff member		
How has the staff member performed during the year?		
Knowledge of the job given		
Does the staff understand his/hers job description and the demands of the job?		
Does the staff understand the relationship between the objectives of the programme and the individual job task?		
Sense of responsibility		
Are reports submitted timely and is there a sense of details in the report?		
Is the staff able to work with minimum supervision?		
Methodology of work		
How does the staff apply his/hers educational background in the work?		
Does the staff follow guidelines?		
Does the staff come up with solutions to challenges?		
Level of commitment		
Is the staff committed to		

his/hers job?		
Does the staff carries out any tasks outside the job description but related to the job?		
Team work		
How does the staff relate to other staff members?		
Does the staff assist other staff members in carrying out activities?		
Does the staff come up with solutions to challenges?		
How does the staff fit into a self-managed team?		
Improvements made during the year		
Describe how the staff has improved his/hers performance?		
Potential areas of growth		
How can the staff be supported to grow in his/hers job?		

Job task - appraisal

Specific job task	Below Average	Average	Satisfactory	Excellent
Communication and coordination				
Policies updated and used				
Running of staff meetings				
Quarterly status reports				
Annual child progress report				
Payments are updated in HYS				
Donor database is up to date				
Health check-ups - planning, implementation, HC forms uploaded				
Accountability – petty cash and ledger				
Accountability – monthly, quarterly, annual				
Budget planning and updating				

Recommendations

- In the recommendation include at least the following two points:
1. What are the recommendations for the staff to improve his/hers performance?
 2. What are the recommendations for CoH in regards to the staff member?

Annual Team Appraisal – Template

Standard information

Implementing organisation	Hope Danmark (UG) Ltd.
Project title or Programme	Children of Hope
Type of report	Annual team appraisal
Period of reporting	
Date of report	
Report writer	
Report approved by	

Identification of the staff

Names of the staff present	
Name of the appraiser	

Guide

As a team discuss the parameters in the table below to assess the CoH team performance during the year. In the assessment column use the following scores: Below Average, Average, Satisfactory or Excellent.

Team self-appraisal

Parameters	Below Average	Average	Satisfactory	Excellent
Overall performance of the team				
Performance within the four programme areas				
Academic progress				
Health Check				
Child welfare and social development				
Family (Legal guardians) welfare and social development				
Knowledge of the job given				
Sense of responsibility				
Methodology of work				
Level of commitment				
Team work				
Improvements made during the year				

Potential areas of growth

List the potential areas of growth within the team

Recommendations

In the recommendation include at least the following two points:

1. What are the recommendations for the team to improve its performance?
2. What are the recommendations for CoH and Hope Danmark (UG) Ltd. in regards to the team?

Policies

Policies	33
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Policy and criteria's for selection of NEW schools for sponsorship program

The policy for selection of new schools as cooperation partners in Children of Hope sponsorship programme has to follow the overall objective of CoH:

Overall objective

To contribute to the education of coming generations in Kamuli District². We wish to see the coming generations excel, become responsible citizens and contribute to the development of Uganda. The programme Children of Hope is focusing on the vulnerable children that need extended support to complete an education. We believe that all children have a right to education and that all children have potential. We identify vulnerable children from families that is often suffering from multidimensional poverty where the parent or the legal guardian is suffering from a chronic illness, is very poor, where either one or both parents are deceased or absent and/or the legal guardian is very old.

Specific objectives

- To provide quality primary school education to vulnerable children who live maximum five kilometers from the school
- To ensure that vulnerable children receive quality Health Checks and treatment according to the Health Checks
- To improve the welfare and social development of the child
- To ensure positive development of the welfare and social development of the family(legal guardian)

Basic criteria for potential cooperation partner schools

- A private school in Kamuli District.
- A School with good teaching standards (determined by investigating P7 marks from graduates from school and majority has to be 1th or 2th grade).
- A registered school or a school in the process of registering with a fair chance of succeeding within a year.
- A Christian School (determined by their constitution and also by seeking reference in local church leadership and/or local leaders and/or Neighborhood Assemblies).
- A school with good management and reputation (determined by seeking reference in local church leadership and/or local leaders and/or Neighborhood Assemblies).
- A school in an area with Neighborhood Assembly or at least where it is in process with a fair chance of succeeding within a year.
- A school willing to sign contract with Children of Hope.
- A school willing to work with Children of Hope staff.

Appendix

- a) Check list for potential cooperation partner school
- b) Cooperation exploration between Children of Hope (CoH) and school

^{2 2} When Kamuli District is mentioned in this policy it refers to the borders of Kamuli District as they were in the year 2007.

Check list for potential cooperation partner school (Appendix a)

Standard information

Implementing organisation	Hope Danmark (UG) Ltd.
Project title or Programme	Children of Hope
Type of report	Check for potential partner school
Period of reporting	
Date of report	
Report writer	
Report approved by	

Identification of the school

Name of the school	
Location of the school	
Details of contact person	

Information collection and verification

Basic criteria for potential cooperation partner schools	Information collected	Verification of information
A private school in Kamuli District		
A School with good teaching standards (determined by investigating P7 marks from graduates from school and majority has to be 1th or 2th grade)		
A registered school or a school in the process of registering with a fair chance of succeeding within a year		
A Christian School (determined by their constitution and also by seeking reference in local church leadership and/or local leaders and/or Neighborhood Assemblies)		
A school with good management and reputation (determined by seeking reference in local church leadership and/or local leaders and/or Neighborhood Assemblies)		
A school in an area with Neighborhood Assembly or at least where it is in process with a fair chance of succeeding within a year		
A school willing to sign contract with Children of Hope		
A school willing to work with Children of Hope staff		

Recommendations and way forward

--

Cooperation exploitation between Children of Hope (COH) and school

Implementing organisation	Hope Danmark (UG) Ltd.
Project title or Programme	Children of Hope
Type of meeting	Expectation meeting with possible partner school
Date and place of meeting	
Participants in meeting	
Name of CoH staff	

Identification of the school

Name of the school	
Details of contact person	

This school has been chosen for further investigation for possible cooperation according to our policies and criteria for selection of schools (see appendix).

With a wish of levelling expectations before possible cooperation and subsequent signing of the cooperation agreement we have compiled following information:

What Children of Hope is expected to do in this cooperation

- Find donors preferably in Scandinavia, willing to pay an agreed fee every month to Children of Hope. The number of children being paid for is defining the number of sponsored children.
- Find vulnerable children in the community (according to our policies and criteria se appendix) and start them in the school.
- Pay or provide school fees, food, necessities (termly) and school uniform including badge (yearly) in good time before every term starts (7-10 days). When a child starts school in the middle of a term, CoH pays for the full term including uniform.
- Visits to the school and the children regularly by CoH Social Worker.
- Visits to the school and the children 6 times a year by CoH Health Team.
- Visits to the school and the children quarterly by CoH Administrator.

What Children of Hope expects from the school

- Abide to Ugandan rules and regulations regarding proper handling and education of the children.
- Abide to Ugandan rules and regulations regarding teachers and other staff.
- Accept and treat the sponsored children equally with other children in the school.
- Allow CoH staff to enter the school and perform their duties, and cooperation with CoH staff in any matter concerning the sponsored children.
- Accept that the contract with the school is signed for 1 year at a time.
- Allow CoH to see the school accounting regarding the donor money.
- Proper accountability and receipts on money received from CoH.

By signing this document the above written is accepted and the process can go on. Signed in two copies, one for school, one for CoH.

School / Director

CoH / info@hope.ug

Policy for selection of child for sponsorship

The policy for selection of new child for sponsorship programme has to follow the overall objective of Children of Hope:

Overall objective

To contribute to the education of coming generations in Kamuli District³. We wish to see the coming generations excel, become responsible citizens and contribute to the development of Uganda. The programme Children of Hope is focusing on the vulnerable children that need extended support to complete an education. We believe that all children have a right to education and that all children have potential. We identify vulnerable children from families that is often suffering from multidimensional poverty where the parent or the legal guardian is suffering from a chronic illness, is very poor, where either one or both parents are deceased or absent and/or the legal guardian is very old.

Specific objectives

- To provide quality primary school education to vulnerable children who live maximum five kilometers from the school
- To ensure that vulnerable children receive quality Health Checks and treatment according to the Health Checks
- To improve the welfare and social development of the child
- To ensure positive development of the welfare and social development of the family(legal guardian)

Basic criteria for potential new sponsor child

- CoH is looking to help and support vulnerable children to go school. We focus on children who are not in school and, so far, we only focus on nursery and primary school.
- Maximum distance from home to school: 5km.
- Vulnerable (in the meaning that the child is in an abnormal circumstance).
 - The child is Orphan (both parents are dead or missing) Child living with guardian.
 - And/or the Child is sick (HIV/Aids or other critical disease)
 - And/or the Parents are old and sick (HIV/Aids or other critical disease)
- We focus on the age 3-8 years because there is a better chance to actually help them develop properly.
- In special cases we take on children up to the age of 10 years.
- In very special cases, maybe special needs or the like, we consider any child. Here probably we would try to find other possible help, schools for special needs, handicap organizations or the like. (Our staff will not abandon any child they might see in the villages. if we witness abuse and/or maltreatment, we will approach the family and request the family to change behavior towards the child(s). If things don't change we will inform the authorities on the matter).
- All parties must be willing: Does the child want to go to school!? Does the parent or guardian want the child to go to school!?
- We place any child in the school according to their educational level (maybe they can't even read) of understanding, not according to age.

³ When Kamuli District is mentioned in this policy it refers to the borders of Kamuli District as they were in the year 2007.

Steps in the process of selecting a child

1. Follow the Child Selection Template.
2. Verify the information given (consult LC1, neighbors, Neighborhood Assembly's in the village or sub county level and/or maybe other).
3. Sensitize the child and family about their responsibilities of this arrangement. Parent or guardian is to support and encourage. The child has to want to acquire knowledge and continually improve their skills. Does the parent or guardian understand and support this arrangement?
4. Motto: When in doubt – don't! ... Bring the matter to the staff meeting for guidance and sharing!
5. Write a recommendation to CoH Administrator based on the above information.
6. Get approval by the CoH Administrator and/or the team.
7. Fill in the data for the baseline information in the Child Selection Template.
8. Contact the school for registration

What happens when Sponsored children don't show up after Term break:

1. First week we wait! (In Uganda it takes time before children get started again after term break)
Week 2, CoH Social Worker visits home to see what is going on.
If the child, for some reason, is not coming back to the school the sponsorship ends.
2. CoH and school administration/management writes report explaining the situation and this report is presented to the sponsor.
3. The sponsor is left with 2 options:
 1. Sponsor another child
 2. End sponsorship.

Appendix

- a) Child Selection Template

Policy for Health Checks

The policy for Health Checks has to follow the overall objective of Children of Hope:

Overall objective

To contribute to the education of coming generations in Kamuli District⁴. We wish to see the coming generations excel, become responsible citizens and contribute to the development of Uganda. The programme Children of Hope is focusing on the vulnerable children that need extended support to complete an education. We believe that all children have a right to education and that all children have potential. We identify vulnerable children from families that is often suffering from multidimensional poverty where the parent or the legal guardian is suffering from a chronic illness, is very poor, where either one or both parents are deceased or absent and/or the legal guardian is very old.

Specific objective of the Health Checks:

CoH want to help the sponsored children to become and stay healthy so that they can learn better at school, which will help them reach their full potential and through them also the full potential of their country, Uganda.

Basic criteria for Health Checks

- CoH is implementing six annual health checks for the sponsored children.
- The Health check is done in the beginning and end of each of the three annual school terms.
- The local social worker decides the dates of the health checks and is responsible for informing all involved parts about the dates – at least one month before they take place.

Steps for implementing Health Checks

- The social worker is overall responsible for the implementation of the Health Check at each school and decides the dates. The social workers will share the dates with the Administrator one month before the Health Check takes place.
- The Administrator will book the car and driver, purchase medicine and notify possible volunteers and the medical supervisor about dates, time and location for pick-ups.
- Staff working with CoH together with a nurse preferably from the local health center III implements the Health Checks. Volunteers may join and help under supervision.
- The Social worker establishes contact with the In Charge of the local Health Center III and asks permission to use one of their nurses for the health checks. The medical advisor can assist when necessary in this matter. When the contact and agreement has been made, it is thereafter the social worker who reminds the nurse of the dates of the health checks and makes sure that she/he is coming. CoH administrator will pay the nurse for the day's work at the end of each health check day.
- At the beginning of every term the Template for Health Check – Beginning of term Template is used. The same Template is used for each individual child for all three terms.
- At the end of every term the Template for Health Check – End of term Template is used. The Template provided is to be filled out at the end of each term for each child. The same form is used continuously for the individual child.

Content of the Health Check

Height and weight: Is measured at every beginning of the term health check. The children found undernourished are given olive oil in their porridge and multivitamins for 3 weeks.

⁴ When Kamuli District is mentioned in this policy it refers to the borders of Kamuli District as they were in the year 2007.

Vitamins: Every sponsored child is given 10 days of Multivitamin each year.

Eyes: At the beginning of every school year we check the eyesight of the children.

Ears: At the beginning of every school year we check the ears of the children with otoscopy.

Malaria Is so common and dangerous that all sponsored children from Baby class – P4 are being tested at every health check. Sponsored children P5-P7 are considered old enough to tell if they have symptoms and we only test them for malaria if they complain of headache, vomiting or have a fever.

Head fungus is such a contagious disease that COH treats all the children at the sponsorship schools with the disease every second year.

HIV, Sickle cell, epilepsy, asthma: Children with a chronic disease receive special attention according to the medical guidelines.

Wounds, rashes, cough, pain and any other complaints: from the child is being examined by **the nurse** and treated according to the medical guidelines.

Vaccinations

CoH aims at ensuring that all sponsor children are fully immunized in accordance with the Ugandan National Immunization programme. During the selection process of a new child the social worker will collect and photocopy the child's vaccination card. The card is hereafter, returned to the guardian. In case the child does not have a vaccination card the social worker will ask the family/legal guardian to get a card from the local Health Clinic. For the children already enrolled in the CoH sponsorship programme the social workers will announce a call for vaccination cards during public parents meeting or individually during the Individual meeting with families/guardians. In the case of very weak families/legal guardians the social workers will assist in the matter of acquiring a vaccination card and begin the process of updating the child's immunization at the local Health Center III. The social worker will fill out the template for vaccinations and keep record of the individual child's vaccinations.

Medicine

The Medicine to be used in CoH is listed in the Medicine list attached to this policy. Medicine is being prescribed by **the nurse** at the health check. It is being handed out to the guardians of the sponsored children from Baby class – P4 either by **the nurse** or by **the social worker**. Medicine to the children P5-P7 is handed out directly to every child at the health check.

The administrator is responsible for checking that the medicine according to the official Medicine list is available. She orders for it and is responsible for paying, picking and storing it.

Follow up

After finishing "Beginning of the term health checks", **the administrator** makes a list of all the children who needs follow up and gives it to the social worker. One week after the Health Checks, **the social worker** goes through the list and ensures that the children who are still sick visit the nurse at the local Health Center III.

Changes to the Policy

The Policy for Health Check can be edited annually during the Annual Progress Workshop with the consent of the Health Advisor and the Sponsorship Committee.

Appendix

- a) Medicine for Health Check
- b) Health Check – Beginning of Term Template
- c) Health Check – End of Term Template
- d) Vaccination Card

Medicine for Health Check

Guide

It is the responsibility of the Administrator to check and refill the medicine box before each Health Check. The list is updated by the Medical Advisor on a needs basis.

- Malaria testing kits enough for all sponsor children to be checked
- Malaria treatment (Coartem or alike, whatever is cheapest). No. of Coartem packages are around 50% of the total number of children
- Griseofulvin 500mg, two full boxes of 100 tabs. If more is needed buy for follow up
- Amoxicillin 250mg, one full box of 100 tabs
- Cloxacillin 250mg, one full box of 100 tabs
- Ciprofloxacin 500mg, one full box of 100 tabs
- Metronidazol 200mg, one full box of 100 tabs
- Clotrimazol cream, 5 tubes
- Terbinafin tabs, 10 tabs
- Ciprofloxacin eye drops (usually cheaper than ear drops), 2 bottles
- Neomycin cream, two tubes
- Cetirizin (Antihistamin) 10mg, 10 tabs
- Albendazol 400mg, 30 tabs
- Locoid (steroid cream) one tube
- Paracetamol 500mg, two full boxes of 100 tabs
- Multivitamin tablets 200 tablets
- Folic acid tablets, 100 tablets
- Band aid (a packet of 100pcs)
- Cotton-medium size.
- Al CoH ol/spirit for cleaning skin before pricking and for cleaning wounds
- Hand disinfectant for all the health workers
- Rubber gloves for health workers
- Small medicine plastic bags for prescribed medicine
- Bags for garbage
- Bags for collecting medicine per class
- Yellow box for needles

Health Check - Beginning of Term Template

Standard information

Implementing organisation	Hope Denmark (UG) Ltd.
Project title or Programme	Children of Hope
Type of report	Health Check – Beginning of Term
Year of reporting	
Report writer	
Report approved by	

Identification

Name of the school	
Name of the child	
Age of the child	
Class	Baby / Middle / Top / P1 / P2 / P3 / P4 / P5 / P6 / P7

Guide

The form is to be used in the beginning of every term each year for each child.

Term 1

Date and place		Yes	No
Height	cm	Nutritious supplement needed	
Weight	Kg		Pos Neg
Temperature	Celsius	Malaria test/RDT	
SD development			Yes No
Eyes right/left		Malaria treatment given	
Ears/otoscopy			
Any complaints from the child			
Other findings			
Other treatment			
Needs follow up, what?			
Result of follow up			
Name of the nurse			

Term 2

Date and place		Yes	No
Height	cm	Nutritious supplement needed	
Weight	Kg		Pos Neg
Temperature	Celsius	Malaria test/RDT	
SD development			Yes No
Eyes right/left		Malaria treatment given	
Ears/otoscopy			
Any complaints from the child			
Other findings			
Other treatment			
Needs follow up, what?			
Result of follow up			
Name of the nurse			

Term 3

Date and place			Yes	No
Height	cm	Nutritious supplement needed		
Weight	Kg		Pos	Neg
Temperature	Celsius	Malaria test/RDT		
SD development			Yes	No
Eyes right/left		Malaria treatment given		
Ears/otoscopy				
Any complaints from the child				
Other findings				
Other treatment				
Needs follow up, what?				
Result of follow up				
Name of the nurse				

Vaccination Card

Identification

Name of the school	
Name of the child	
Name of the guardian	

Guide

This vaccination card is to be filled out by the social worker for each child

When	Immunisations	Protects against	Date given DD/MM/YYYY
At birth:	BCG	Tuberculosis	
	OPV 0 (oral)	Polio	
6 weeks	OPV 1 (oral)	Polio	
	DTP-HepB-HiB 1	Difteria/Pertussis/Tetanus/Hepatitis B Hemophilus Influenza type B	
	PCV 1	Pneumococcal Pneumonia	
10 weeks	OPV 2 (oral)	Polio	
	DTP-HepB-HiB 2	Difteria/Pertussis/Tetanus/Hepatitis B Hemophilus Influenza type B	
	PCV 2	Pneumococcal Pneumonia	
14 weeks	OPV 3 (oral)	Polio	
	DTP-HepB-HiB 3	Difteria/Pertussis/Tetanus/Hepatitis B Hemophilus Influenza type B	
	PCV 3	Pneumococcal Pneumonia	
	IPV (injection)	Polio	
9 months	Measels	Measles/Morbilli	

For girls only:

10 years	HPV	Genital warts and Cervical cancer	
10+ 1/12 years	HPV	Genital warts and Cervical cancer	
10+ 6/12 years	HPV	Genital warts and Cervical cancer	
15 years	Td	Tetanus	