

Education for the Children Foundation
Child Protection Policy

EFTCF believes in the rights of all children to be protected from all forms of abuse, neglect, exploitation and violence and supports the 1989 UN Convention on the Rights of the Child. The Foundation works to improve the lives of the children in its care and protecting these children from neglect and physical, mental and sexual abuse is paramount to our work. By producing this document we endeavour to deliver more effective measures in helping the most vulnerable children and to help our staff, supporters, sponsors, volunteers and visitors understand how to have the best possible impact on the project through appropriate behaviour and actions. The guidelines cover situations ranging from daily contact in the classroom, correspondence from abroad, to the way we react when a child is in danger. These guidelines are primarily intended to protect the children that we educate and care for but also serve to ensure that our staff and supporters are free from the concern of misinterpretation over our actions. EFTC believes that the welfare of children is the most important consideration in all that we do.

Designated Child Protection Staff

Amy Holly (UK)

Advice, contact and monitor for sponsors, volunteers and visitors outside of Guatemala

Letter screening (from Guatemala to UK), CRBs, policies and distribution of policies

Sophie McKee (Guatemala)

Advice, contact and monitor for sponsors, volunteers and visitors in Guatemala

Letter and gift screening (from UK to Guatemala), child abuse concern and reportage, teacher and pupil CP training and education programmes.

Aracely Chajon (Guatemala)

Child abuse concern and reportage, staff screening, teacher and pupil CP training and education programmes.

Children

Use of the word 'Child' or 'Children' in this document refers to anyone under the age of 18.

Section A- EFTC Policy Overview

Section B- Sponsors Code of Conduct

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Section D- Teachers Policy

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Section A
EFTC Policy Overview

1) CRB Checks

Criminal Records Bureau checks are to be carried out on all members of staff in the UK on employment and before any visits to Guatemala take place. For those with increased contact (ie positions such as Chairman), an enhanced CRB check will be carried out.

All trustees of the Charity will undergo a CRB check regardless of whether they will visit the project in Guatemala.

Repeat visitors to the project or those who are likely to have a higher level of contact with the children must also have a CRB check carried out. Any concern over the results of the CRB check will result in individuals being denied involvement in the project.

All staff in Guatemala are to present proof that they have no criminal records before employment. They will also undergo a psychological assessment to check their suitability to work with children. Any concern over the results of record checks or the assessment will result in termination of employment.

2) Codes of conduct for visitors, volunteers and sponsors

Codes of conduct are provided for individuals who have any kind of contact with the children at the project. Two codes of conduct currently exist; a code of conduct for sponsors who may wish to contact children remotely, and a code of conduct for visitors and volunteers who will come into contact with the children in person. These codes are shown in Sections B and C.

The issues of physical contact; correspondence; internet contact; contact out of school; gifts and money and power and trust form the basis for these codes.

EFTC recognises the importance of maintaining the family spirit that is central to our project in Guatemala. We understand and encourage the children and our staff to show appropriate levels of affection towards each other and our child protection policy is designed to ensure that this can continue without concern.

While correspondence and contact is encouraged between children and our supporters, EFTC recognises the need to monitor letters and in order to protect our supporters and our children, contact via the internet is not permitted without prior consent of the Foundation. Gifts are also screened and full and complete advice is given to sponsors and supporters to ensure that our gift and letter policies are understood.

In Guatemala contact with children outside of school hours is also not permitted unless with a member of the Foundation staff.

It should be considered that as Foundation staff/ visitors and supporters, we have an increased power and trusted position at the project. This power and trust must not be

exploited and the Foundation Team strive to ensure that no staff or visitors abuse their position.

Full guidelines on the above issues can be found in the appropriate codes of conduct.

3) Guidelines and training for teachers at the Project

Teachers are given guidelines to ensure that the Foundations values are reciprocated by each teacher.

These guidelines include the following:

- a) Discipline and Punishment.
- b) Contact with children outside of school hours
- c) Professional and personal relationships with the children
- d) Physical Contact
- e) Confiding in the Foundation Management Team when a child confides in the teacher.

Training workshops will also be regularly carried out to ensure that Teachers are trained to recognise and deal with sexual abuse, child abuse, discipline issues, bullying and alcohol and drugs. The Guidelines for Teachers can be viewed in full in Section D.

4) Children are made aware of their right to be free from abuse.

The children at the project are made aware of their right to be free from abuse in all of its many forms. EFTC will make all of its students aware that they are free to come to designated members of staff should they have any concerns about violence, or emotional, sexual or physical abuse through weekly sex and social education classes. The children are asked to tell the staff if anything occurs that makes them feel uncomfortable or crosses a line. Children are made aware of their right to voice concerns over any individual; including members of staff, volunteers, visitors or sponsors.

The children and their families will be made aware of the need for certain things to enable the Foundation to operate. It will be fully explained to parents and students that their photographs are needed and that there may be some contact with individual sponsors. Despite these necessities, both the children and their families must be made aware that any concerns over either aspect can be openly discussed with a member of the Foundation Management Team. Children and Parents will also be made aware of the Foundation's commitment to ensuring that neither of these aspects will put the child in danger.

5) Raising and Reporting Concerns/ Guidelines for Staff

EFTC has procedures in place for the reporting and raising of concerns.

Teachers must immediately report concerns or knowledge of abuse or harm to the Management Team who will in turn report to necessary bodies. The contact details of relevant bodies are given to each and every member of staff.

The issue must be dealt with on the same day and through the procedure shown below

EFTC Reporting Concerns Framework

What are the circumstances of your concern?

Did you witness child abuse? Yes/No
Do you suspect someone of child abuse? Yes/No
Has someone alleged abuse of a child? Yes/No
Has someone disclosed abuse of a child to you? Yes/No

Does your concern fit any of the following categories of abuse?

Do you think a child may have been neglected? Yes/No
Do you think a child may have been physically abused? Yes/No
Do you think a child may have been emotionally abused? Yes/No
Do you think a child may have been sexually abused? Yes/No

If you answered Yes to any of the above questions you must report your concerns to one of the below people.

<u>In Country</u>	<u>In UK</u>
Sophie McKee Guatemala Coordinator Escuela Proyecto La Esperanza Callejón de la Pila Colorado No. 1 San Felipe de Jesús La Antigua Sacatepequez Guatemala Tel: 00502 7723-9501	Amy Holly UK Coordinator Suite A, Enfield House, 18 Low Pavement Nottingham NG1 7DG 0115 958 48 76

EFTC Reporting Concerns Framework

Child Name
Form filled out by
Date

Nature of abuse concern

Procedure	Yes/ No	Time/ Date
Reported to Sophie Mckee?		
Reported to Aracely Chajon?		
Psychological Evaluation carried out?		
Parents alerted?		
If parents can't be alerted, Procuraduria de los Derechos Humanos alerted?		
If extreme case, Procuraduria General de la Nación alerted?		
Child removed from environment?		

Notes

6) Foster Families and the Safehouse

EFTC's commitment to Child Protection means that from time to time situations of abuse, neglect, abandonment, severe ill health or extreme poverty lead to the Foundation taking legal guardianship of children. In these cases Foster Families may be sourced or the child in question may be moved into the Safehouse. The person in charge of the Safehouse is also referred to under 'Foster Families' in this document and must adhere to the same rules.

Foster Families are psychologically and socially assessed by the Foundation before children are put into their care to ensure that only the most suitable families are used for our children. Foster families have weekly visits from the Foundation and weekly sessions with the Foundation's psychologist. Past records are checked to ensure that no previous issues of child abuse have ever been raised.

EFTC makes clear to all of its partners and foster families the standards that we believe must be met. Foster families are given a code of conduct to ensure that punishment standards, medical standards, rules, responsibilities and discipline standards are all clear.

Foster families must report to the Foundation any punishments, health problems or other problems that arise with the children. The Foundation is committed to helping Foster Families provide the best upbringing for the Children involved.

The full internal policy is shown in Section E.

Other Partners

Any other partners (whether private, governmental, non-governmental or individuals) that EFTC works with will be given a copy of the Child Protection Policy and must agree to EFTC's standards and guidelines before being allowed to work with children on an educational or extra curricular basis.

Section B
Education For The Children Foundation
Sponsors Code of Conduct

Education for the Children Foundation has produced this document to help sponsors understand how to have the best possible impact on the project through contact. These guidelines form part of our full Child Protection Policy which can be requested from any member of the Foundation and found on our website www.efc.org.uk

a) Letters

Sponsors are encouraged to write letters to the children that they sponsor in Guatemala and EFTC supports sponsors developing strong and lasting friendships with these children. Letters from sponsors will be checked and translated by EFTC to ensure that appropriate language and content is used. All letters must be sent through the Foundation Team and not directly to the child in question. Please leave envelopes unsealed so that we can check and translate all letters and cards.

Please see the below guidelines for what is and what is not appropriate:

Fine ✓

Descriptions of life, news, family, pets etc
Interest in issues in the child's life
Questions about the child's life
Declarations of care

Inappropriate ✘

Personal or intimate questions
Excessive descriptions about wealth
Foul language
Requests for addresses/ phone numbers etc
Offers of money
Strong religious or political opinions
Giving personal email, postal addresses or phone numbers
Overly strong affectionate language

Any letters which EFTC feels may be overstepping the boundaries will be edited or not passed on to the child in question. Sponsors should feel happy to contact the UK team if they are unsure if some items should be included in correspondence. Language should be mindful of cultural differences and should be appropriate for the child's family to read. If a family is uncomfortable with the contact from a sponsor, EFTC will intervene.

Children's letters to sponsors are also monitored by EFTC. Letters from children requesting money/ personal information etc are not permitted. Personal details such as email addresses or phone numbers will not be passed on to sponsors. Guatemalan children are likely to make declarations of care and love for sponsors and it should be understood that this should be received lightly and not reciprocated.

Guatemalan children will also frequently refer to God and religion in their letters due to the strong religious beliefs in Guatemala.

b) Online

Contact between sponsors and children online is not permitted without the prior consent of the Foundation.

c) Skype

EFTC operates a Skype Contact Programme. This involves helping sponsors and children get in touch via webcams using the internet. We actively encourage our supporters to get in touch with the children using Skype. All Skype calls must be monitored by a member of staff in Guatemala who is fluent in both English and Spanish. Skype calls must only be taken care of through the Foundation's Skype address and at no point should Skype calls be made to children by other means.

d) Gifts and money

EFTC is happy to pass on gifts to the children in Guatemala. Individual gifts from sponsors are given to children away from other class mates to try to avoid jealousy. Gifts should be worth no more than £20. If a sponsor wishes to contribute more then the Foundation would be happy to take a donation; this will then be spent on the child's family or siblings.

Gifts can be sent to the UK Office of EFTC and will be taken out by hand when a member of the Foundation or a visitor makes the journey to Guatemala. This typically happens around 4 times per year. This is to ensure that the gift is not lost (or stolen) in the postal system. Alternatively a donation can be made to the Foundation (by cheque/ cash/ justgiving etc) and a member of the Foundation team will take the child shopping and buy them a suitable gift.

Excessive gifts for one child could be seen as discrimination through preferential treatment and should be avoided. Please remember that there are many children at the project who do not have sponsors and come from extremely impoverished backgrounds. A donation to the Foundation can help us to deliver clothes, food and education to all the children at the project. Sponsors and supporters can ask the Foundation team for advice on gifts if they are unsure. Gifts will be checked by the Foundation team before being passed on to children and will not be passed on if found to be inappropriate.

The Foundation will send sponsors a photograph of the child with their gift.

e) Photographs

The children in Guatemala love to receive photographs of their sponsors and we are happy to pass on your photos. Photos that are considered to be inappropriate will not be passed on to the children.

Sponsors wanting advice should feel free to discuss this with a member of the Foundation Team on (UK) 0115 958 48 76 or by emailing amy@eftc.org.uk

Section C
Education For The Children Foundation
The School of Hope
Volunteers and Visitors Code of Conduct

Education for the Children Foundation has produced this document to help volunteers and visitors understand how to have the best possible impact through their behaviour during their time at the project. These guidelines form part of our full Child Protection Policy which can be requested from any member of the Foundation.

In this document the words 'child' and 'children' refer to anyone under the age of 18.

As a volunteer or visitor to the Foundation, you must always;

1. Arrive on the premises of the Education Centre by 8am if working as a classroom volunteer. If you are going to arrive after the specified time, or are not going to make it at all, you must notify the project.
2. Be mindful of the fact that Guatemalan culture and local norms may be very different to those in the UK, Europe or USA. Care should be taken to adhere to local customs.
3. Arrive at the institution appropriately dressed. Females should avoid low cut tops and short skirts. Tattoos should be covered due to cultural issues.
4. Use appropriate language with the children.
5. Inform the Foundation Management Team if you wish to give a gift to a child, or a whole class of children. You must inform the Team of your intentions and of the sort of gift you would like to give and it must be approved first.
6. Avoid being alone with children where no other adult is present at all costs.
7. Report any concerns of child abuse of any form to the class teacher or to a member of the Foundation Team. This includes violence, sexual, mental, emotional or physical abuse, malnourishment or neglect.

As a volunteer or visitor to the Foundation, you must never;

1. Arrive at the project in a drunken or uneasy state.
2. Smoke inside or directly outside of the establishments.
3. Bring alcohol, cigarettes, drugs and/or weapons to the projects of the Foundation.
4. Spend any time alone with a child outside of the school.
5. Go to the house of a child from the Foundation or accompany them to their house without a member of the Foundation Team.
6. Spend time with a child/ children/ a child and their family outside of the school without a member of the Foundation Team.
7. Use any form of physical punishment
8. Touch a child from the Foundation in an inappropriate manner, which could be interpreted as sexual or which may make the child uncomfortable or uneasy.
9. Make sexual or inappropriate references to children.
10. Give or take phone numbers, email addresses, addresses or any other contact details.
11. Contact children directly outside of school hours.
12. Contact children via the internet unless with prior consent of the Foundation.
13. Give money directly to a child or a member of their family.
14. Ask personal or intimate questions
15. Use insults, aggressive physical behaviour or expletives.

On the rare occasions when visitors accompany a member of the Foundation Team to the homes of any children, the following guidelines should be followed.

- a) Behaviour. Please behave with respect and politeness as you would when visiting any individual's home. Please try not to let the disturbing conditions visibly upset you during your visit.
- b) Clothing. Please dress appropriately as above.
- c) Photographs. Please be aware that taking photographs in the home may be invasive and permission must be requested from the family first. Photographs should be taken with discretion and should avoid any poses that may be construed as sexually suggestive.

Volunteers and visitors that do not follow the rules set out by the Foundation run the risk of being expelled from the Foundation, and in extreme cases, reported to the authorities.

Visitors that follow the above rules will have an extremely positive effect on the project, the children and their families and we thank you from the bottom of our hearts.

I have read and agree to all of the above guidelines

Name _____

Signed _____

Dated _____

Section D
Internal Policy for Teachers and Foundation Staff

The following set of regulations was drawn up by the Board of Directors of the Education for the Children Foundation with the intention of establishing rules and guidelines for the teachers for the protection and safety of the children from the Foundation.

This policy also covers all members of staff employed by the Foundation (whether in the UK or in Guatemala).

Internal rules for teachers addressing the protection and the rights of the child or adolescent.

Article 1. – All teachers will have to use the necessary discipline within the classrooms to maintain order in the class, however in order to gain respect rather than incite fear. If teachers find themselves in a situation where it is necessary to discipline their students, they must report it to the director and bring the lesson to an end.

The teachers and Foundation Staff may use punishments only in the form of:

1. Extra work;
2. Work isolated from the group;
3. Extra hours of study;
4. Extra responsibilities (cleaning, activities, etc.).

For no reason whatsoever may they use punishments that harm the physical or emotional integrity of the children and adolescents, such as:

1. All forms of physical contact;
2. Shouting, mocking, humiliation, discrimination;
3. Mistakes must not be punished by removing the privilege of food, clothes and recreation time from the child, as these are, by law, part of the rights for the integral child and adolescence protection.
4. Under no circumstance should a child go without food or be absent from meal times, whether it be break time or lunch.
5. Close a child or an adolescent in an enclosed space;
6. Prohibit them from using the bathroom when it is really necessary;
7. Prevent them from having break or lunch;

Any teacher that implements any form of discipline must inform the parents, as they also have an important role in the development of their child.

Article 2. – No teacher or Foundation Staff member is permitted to carry out activities with their group of pupils and other pupils or adolescents affiliated with the Foundation outside of lesson time, unless they have gained the corresponding authorization from the appropriate director and the parents, as well as the necessary supervision from the director.

Article 3 – It is strictly forbidden to meet up with a child or an adolescent affiliated with the Foundation to carry out activities unconnected to the institution, even if approval from the parents has been sought. Furthermore, it is forbidden for a teacher/staff member to; accompany a child to his/her house to visit, spend a night or visit the house of a child without gaining permission in advance from the Director of the establishment.

Article 4. – In terms of relations between teachers/staff and children affiliated with the Foundation, it is prohibited to:

1. Establish a close relationship with the student that is nothing more than one hundred percent professional.
2. Establish a relationship that encourages inappropriate and negative actions from the student.
3. Establish a relationship with a student that conflicts with the opinion and the will of the Directors of the educational establishments and the parents or guardian of the student.
4. Establish any form of emotional relationship with a student.

Article 5. - In terms of physical contact that is deemed inappropriate between teachers/staff and students, it is prohibited that:

1. A teacher remains alone with a student in an empty or enclosed environment, or outside school hours.
2. A teacher hugs or strokes a student constantly, or for long periods of time that is of an inappropriate or malicious manner.
3. A teacher hugs a student from behind or a manner that evidently inappropriate.
4. A teacher sits between the legs of a pupil or vice versa, especially the younger children.
5. A teacher touches a student that in any way makes them feel sexually threatened or uncomfortable.
6. A teacher touches a student in an inappropriate manner, regardless of whether they have the consent of the said student.

Article 6. – The teachers and staff should create an environment of friendship and confidence with their students without breaking rules that have been specified earlier in this document. This should involve guiding, advising, directing, correcting and conveying information to their parents. However, at no point should they allow incorrect or inappropriate conduct or conduct that has not been agreed by parents or guardians of the child. In the event that information is obtained that demonstrates that a child has been involved or will be involved in unruly behaviour, which puts at risk their health or safety or causes harm to someone else, the teacher must immediately inform solely the Directors of the educational establishments. On receiving the information the Directors of the establishments should notify the Director of the Foundation.

Article 7. – The priority of the Foundation is the wellbeing of the children and adolescents affiliated with the Foundation. Often, the families do not have the resources or the academic ability to find solutions to certain problems concerning the health of their children or other problems that affect the well being of the children and adolescents. If a student or an affiliate approaches a teacher to tell them about a

problem regarding their health (no matter the gravity of the problem) or that is affecting their well-being, whether the child is actively seeking help or not, the teacher is obliged to immediately inform the Director of the establishment. Once informed, the Director must immediately inform their superior on that same day. It is forbidden to ignore the situation regardless of the seriousness of the matter. Although the Foundation has limited resources and funds, it will always try to find a way to provide help or a contact that will be able to help.

Article 8. - If a teacher/staff member wishes to give a present to a child or adolescent from the Foundation they must always inform the appropriate authorities about their intentions and about the type of present they would like to give. It is also necessary to gain the approval of the Director and the parents involved. It is forbidden to give money to the children or adolescents.

Article 9. – All of the Foundation’s staff are obliged to immediately and directly inform the Director or a member of the Foundation, even when a pupil confides in them, about the following situations:

1. A member of their family, a step-parent or anyone else that lives with them; strokes or tries to stroke their genitals, forces them to watch pornographic material, tells them to perform actions that implicate the child as a victim of sexual abuse.
2. When a child or adolescent shows physical symptoms that arouse suspicion of a possible sexual abuse.
3. When a child or adolescent shows symptoms of having been a victim of violation, possible violation or attempted violation.
4. When a child or adolescent shows symptoms of being pregnant or is suspected of being pregnant.
5. When a pupil shows symptoms of depression or of having suicidal tendencies or of having attempted to self-harm.
6. When a pupil shows signs of having been a victim of bullying at school by other pupils at the establishment.
7. When a student show signs of having been physically ill-treated by their parents, stepfather, stepmother or anyone else who lives with them.
8. When a pupil shows physical evidence of abuse to which they have been submitted.
9. When a child or adolescent makes known that they are left alone at night and/or left to take care of their younger siblings for longer periods of time than usual.
10. When a child declares that they he/she is not receiving food at home on a regular basis or that he/she is not fed at all.
11. When a pupil states that he/she is being forced to work for the up keep of their home.
12. When a pupil states that he/she is being forced to go to dangerous locations at an inappropriate hour in order to collect their siblings, or to carry out actions that show negligence on the part of the parents.
13. When a pupil states that he/she is being forced to consume any kind of illegal drugs, cigarettes, alcohol or other narcotics.
14. When a pupil declares that he/she is taking drugs or consuming alcohol.
15. When a pupil states that he/she is being forced to go to the shops to buy alcohol, cigarettes or drugs.

16. When a pupil states that he/she is being forced to commit unlawful acts (robbery or assault etc) or is taking part in unlawful acts on his/her own.
17. When a pupil declares that he/she possesses a weapon or has had possession of a weapon in the past.
18. When a pupil declares that he/she is meeting with people who; may be a bad influence on the pupil, may risk the life of the pupil or any other pupil from the educational establishment.
19. When a teacher establishes that the situation the pupil is describing places him/her in a position of danger, potentially putting the physical, emotional or intellectual integrity of the pupil or a classmate at risk.

Any member of staff that does not follow the regulations set out by the Foundation runs the risk of having their contract terminated and/or, in extreme cases, being reported to the authorities.

Section E
Safehouse Policy

General Internal Policy

Article 1. – Accepting a child or adolescent into the Children’s Home is guided by the following requirements:

1. They have been orphaned.
2. They have been abandoned.
3. They have been ill-treated by their parents or family members that live with them.
4. They are homeless.
5. They are living in extreme poverty.
6. They have been passed on from a legal or administrative institution.
7. That their closest relative acts as guarantor so that family contact is not lost.

Article 2. – The documentation of the child or adolescent under the responsibility of the Foundation that must be in the possession of the Foundation:

1. Birth Certificate
2. Immunization record if the child is very young.
3. Certificates of the most recent year of studies.
4. Medical Exam
5. Copy of their legal situation.
6. Document signed by at least one of their parents, or where necessary by the closest relative indicating the reason, or signed by the Board of Directors of the Foundation specifying the date that the child or adolescent was taken into the home, as well as documentation of their departure.
7. A socio-economic investigation of the family.

Article 3. – All children and adolescents that live under the responsibility of the Foundation have then right to protection, security and care 24 hours a day. The Foundation and the Children’s Home is committed to providing for every inhabitant of the home; housing, food, clothes, footwear, a doctor, medicine, psychological attention, schooling, outings, love and affection, etc. Finally, the Foundation acts as a foster family for the children and adolescents that live under their roof, without asking for anything in return. The Foundation is committed to providing an atmosphere of peace, love and harmony without being institutional. Any child or adolescent that feels that this right has been threatened must immediately notify a member of the Foundation whom they trust.

Article 4. – For the protection and security of the inhabitants, the Foundation does not accept into the home children or adolescents:

1. With a mental illness or disability;
2. With contagious diseases;
3. With addictions;
4. With previous convictions;

5. With charges against them for violence and/or sexual abuse;
6. That have spent time in prison;
7. Any child or adolescent that the Foundation or members of the Board of Directors of the Foundation consider to be a threat to others.

Article 5. – If a minor is familiar with the rules that must be adhered to and understands their duties within the Children’s Home, and still they do not adapt to the discipline and the guidelines of the Foundation, they will be punished in an appropriate manner in accordance with the internal policy of the Foundation. The punishments will vary depending on the age of the child or adolescent, and the severity of the punishable act. The consequent punishment must help them with their fundamental education; physical, social, emotional and/or spiritual. The punishments must be tailored to make the child understand that their behaviour was unacceptable. The Foundation must look out for the protection and security of the child at all times, and at no point should the children or adolescents that live in the Children’s Home be punished in a way that may threaten their well-being.

The approved punishments are:

1. Time outside the classroom;
2. Extra homework;
3. Extra chores;
4. Less free time to watch television, films, listen to music and go out with friends.

The prohibited punishments are:

1. Physical (punching, kicking, pulling hair, etc);
2. Emotional/ psychological abuse (shouting, insults, taunting, blackmail);
3. Sexual (sexual abuse, violation);
4. Deprivation (clothes, food, housing).

Article 6. – Residents over the age of 18 may be considered for permanent or temporary expulsion in the following cases

- Running away
- When in the eyes of the Board of Directors, serious offences have been committed that pose a threat to the security and well-being of the inhabitants of the Children’s Home, such as:
 - Physical violence,
 - Sexual or psychological abuse,
- When becoming a bad influence on others, affecting the moral and values, such as:
 - Prostitution
 - Drug addiction
 - Begging
 - Alcoholism

Temporary expulsion would be for a maximum of 15 days, in extreme cases for behaviour that affects the behaviour of the other children within the Home. This will be subject to an investigation before being confirmed.

Article 9. – A child or adolescent that lives in the Children’s Home will have to leave the home when:

1. They reach adulthood, they are of a stable position and they are capable of living an independent life.
2. By order of the appropriate judicial authority.
3. A close relative assumes total responsibility of the minor, guaranteeing their physical, emotional and intellectual stability, as well as giving proof of the quality of life they can provide.

Article 10. – The Foundation and the Children’s Home are multi-denominational and encourage the freedom of expression of its inhabitants at all times. The Foundation respects the ideology and religion of every individual without imposing their ideas if they are neither welcome nor measured.

Article 11. – The child or adolescent should be visited at the Children’s Home by a member of the Foundation (Teacher, Director, Psychologist, etc) at least once a week, in order to evaluate their behaviour and progress in the house. During that visit, the designated person will check up on the state of the house, they will discuss the events of the week with the person in charge of the Children’s Home and will talk to the children and adolescents in a trustworthy manner so that, if they feel the necessity, they are able to talk about certain things they need or lack.

Article 12. – The entry of persons that do not live in the Children’s Home is prohibited without the permission from a member of the Board of Directors of the Foundation. They must also be supervised. Relatives of a child or adolescent must always request the visit beforehand, indicating the time and date the visit. Once the visit has been requested, a member of the Board of Directors will have to approve the request and be present during the visit. The same applies to those who are not related to the children of adolescents (friends, classmates, partners, etc). The Foundation will not allow people that do not live in the Children’s Home inside the house without the supervision of the Foundation or the person in charge of the home.

The Foundation does not allow the following persons to enter the Children’s Home:

- Alcoholics
- Drug addicts
- Sexual offenders
- Criminals
- Thieves
- Violent people

Article 13. – If a member of the Children’s Home takes the initiative of finding work during the holidays they shall always be permitted to take the job provided that the job will help them learn a trade and they are of the appropriate age. They will have the exclusive use of their salary, giving them the option of taking half for their personal

use and using the other half to open a bank account, in order to learn about saving and to make use of its benefits.

Article 14. – The person in charge of the Children’s Home will be chosen by unanimous decision from the members of the Board of Directors, taking into account the necessary evaluations, check ups and analysis in order to guarantee the capabilities of that person for the role.

The Foundation will prepare the following when making a decision

1. Birth Certificate;
2. Photocopy of a certificate of residence;
3. Previous convictions or crimes;
4. Socio-economic evaluation;
5. Psychological evaluation carried out by the Foundation’s Psychologist;
6. Psychological evaluation carried out by an external Psychologist;
7. References;
8. Photocopies of education qualification;

Article 15. – In order to be in charge of the Children’s Home, the Foundation requires the following:

1. A Guatemalan by birth, exercising their civil and political rights;
2. A female;
3. A literate person;
4. Someone who knows how to cook;
5. Someone who knows how to apply first aid when necessary;
6. Someone capable of providing the necessary support and care for the children and adolescents that live in the Children’s Home;
7. Someone with no criminal record or charges against them;
8. Someone no younger than 25 and no older than 50 on the day of their appointment.

Article 16. – The person in charge of the house will have the following responsibilities:

1. Maintain the order and discipline of the house;
2. Attend weekly and monthly meetings with the Board of Directors of the Foundation;
3. Attend therapy sessions with the Foundation’s Psychologist;
4. Attend all the Foundation’s workshops and additional workshops that will help them in their role in the Children’s Home;
5. Do the weekly shopping;
6. Inform a member of the Foundation about any incident that takes place, regardless of how trivial it may seem. This should be done the following day if it is not possible on the day of the incident itself.
7. Accompany a child to the health centre or hospital in the event of illness of health problems, or notify a member of the Board of Directors of the Foundation immediately regardless of the hour.
8. Notify a member of the Board of Directors of the Foundation when a child pr adolescent needs cosmetics, clothes, footwear, etc);

9. Those in charge (foster parent) are obliged to take the children to the door of the Foundation on time for the start of the day, and arrive on time to collect them at the entrance in order to accompany them home.
10. The foster parent is obliged to include every child in all activities inside the house and use properly all areas of the house (the kitchen, the dining room, the kitchen, etc) like any other member of the house.
11. Accompany and watch over the children in transferrals to legal authorities, the doctor and other locations that the Foundation consider necessary. To feel like 'children' within the family they must be accompanied as though they are.