



Forever Angels Baby Home **Policy on: Staff Guidelines**

This policy is written so that all staff and volunteers understand their rights and what is expected of them when working at Forever Angels Baby Home. All staff will receive a contract which gives this information in more detail.

Hours of Work

Full time staff will be given a sheet with their personal hours, but will generally work 5 or 6 shifts a week comprising of either :

2/3 x Morning shift – 7.15am – 2.00pm
2/3 x Afternoon shift – 1pm – 7.45 pm
1 x Night shift – 7.15 pm – 7.15 am the next morning

They will receive 60 minutes break during each shift.

Staff must arrive promptly for their shift to ensure that there is a half hour cross over period between staff on each shift. This time should be used for handing over any important information from on the previous shift (including illness in children, visitors, bad behavior, food issues etc)

All staff will receive 4 weeks holiday a year which can be taken at any time, providing at least 2 weeks notice is given.

If a staff member is sick and unable to come to work – they must phone the On Site Managers to inform them before their shift is due to start.

Duties

All staff primarily have a duty to caring for the children at Forever Angels Baby Home and keeping them safe. All staff are expected to act responsibly in terms of security and health and safety so that our children are safe at all times. All staff are expected to act responsibly in the Baby Home at all times, taking into consideration situations of sensitivity and confidentiality.

All staff must treat other staff with respect and no abuse will be tolerated. Theft will also not be tolerated and any staff caught stealing will immediately be sacked.

We hope that staff enjoy working at Forever Angels Baby Home and will voice any concerns they have with us.

Carers : The carers/nurses duty is primarily to care for the children at Forever Angels Baby Home and always being proactive when caring for them. This involves, feeding, dressing, bathing, teeth cleaning, changing nappies, administering medicine and basic first aid on request and playing with the children. They are also responsible for preparing some meals and milk, cleaning up after the children, washing toys and keeping the general 'play area' clean. It is also expected that the carers/nurses will work as a team and support each other in their work.

It is also necessary for carers/nurses to communicate effectively with the On Site Managers about the children, health, stock supplies, visitors and any other issues of concern or importance.

Grounds man : The grounds man's main duty is to ensure that the children at Forever Angels are living in a safe and secure environment. They need to ensure that the gates remain locked at all times and any visitors are registered at the front office and the On Site Managers are informed of their presence.

This also involves ensuring that the grounds are safe from any dangers (sharp metal, wood, nails etc). To ensure that water is pumped and generators are maintained. To ensure that the grounds are kept clean, tidy and well kept. To complete basic vehicle maintenance (types, water, oil etc)

It is essential that behavior is appropriate at all times and the grounds men are aware of the small children within the grounds.

Other duties may include: Cutting grass, trimming trees, removing dangers (including snakes!), to monitor and change gas cylinders when needed, to oversee care of crops and animals.

Grounds men are to remain at the Baby Home site for the entire duration of their shift.

Cook

The main duty of the cook is to prepare meals for the children following the given menu. They will also be responsible for preparing drinks for the children. They will be expected to manage the supply of food and write lists of food required. They will also be responsible for purchasing fruit and when supplies run low. They will be expected to keep the kitchen area clean and hygienic and to ensure that dishes are washed and put away, and cupboards and fridges are cleaned regularly. It is also part of their duty to ensure that all water is properly boiled, filtered, bottled and stored.

Cleaner

The cleaners role is to ensure that the Baby Home is clean, hygienic and a safe place to live and work. They will be expected to ensure that all rooms are swept and mopped. To empty bins. To clean and dust surfaces. To wash clothes (in the washing machine), to hang out clothes, to fold clothes and put them away.

Allowances

All staff will be paid in accordance with Tanzanian Labour Laws. They will be paid based on the hours they work and their shift patterns so all salaries will vary.

Staff will be given 1 or 2 days off per week and 4 weeks holiday per year. Two weeks notice is required for holidays, but leave may be granted at shorter notice for emergency days (i.e. for a funeral). We ask staff, where ever possible to find another member of staff to cover their shift.

Forever Angels Baby Home is a Charity and all money should be going to the children in our care. Medical expenses therefore will not be paid. Loans and advances will not be given unless in extreme circumstances and for medical purposes only.

All staff will be required to work some National Holidays throughout the year and will be paid as per Tanzanian Law.

Staff who are sick are required to call the On Site Managers before their shift begins.

Disciplining children

NO STAFF WILL BE ABLE TO PHYSICALLY DISCIPLINE CHILDREN. Any staff member who is seen hitting children or mistreating them in any way will immediately lose their job. Naughty children may be put on the 'naughty chair' (for a maximum time of 5 minutes)

Expectations

- Staff turn up for work on time
- Staff fulfill their daily duties to the best of their ability
- Staff come smartly dressed to work in the given uniform
- Staff show no favoritism to children
- Staff keep relevant information confidential
- The children's best interests are always at the fore front of all staffs minds
- Staff follow instructions given to them by their superiors
- Staff communicate with On Site Managers if they have any concerns, problems or worries.
- Staff are polite and courteous to all other staff members and volunteers at all times.

Forever Angels Baby Home NGO September 2011 – To be reviewed in 2015