

# **“Attachment A”**

## **Rules of the school “Deborah Ricciu – Espandere Orizzonti”**

### **Dealing with children**

- 1) Beating the children on any part of the body whether by hand, cane or other means is strictly prohibited.
- 2) Manager, principal, teachers, helpers, volunteers who will be found guilty of beating a child, will be immediately fired and reported to the police.
- 3) The NGO representatives can in any moment and without notice, question the children about this matter.
- 4) Before taking all meals, all the children must clean their hands with soap and fresh water or with water added with bleach. The principal of the school and the teachers are in charge of make sure that this operation is properly done before all meals that are served at school.
- 5) The children must stand in line while waiting for the food, washing hands or any other business where it is supposed to wait.
- 6) The children must be educated to say “please”, while asking anything, and “thank you” while receiving something. The same is asked to the entire staff dealing with the children.
- 7) The children must always eat the food with the fork and when needed with the spoon and not with the hands.

### **Religion and social studies**

- 1) The school is a secular school and not a religious one; that means that no prayer of any religion shall be held at the school or even taught.
- 2) The Declaration of the Rights of the Child and the Universal Declaration of the Human Rights are the main source of teaching and guide of the Education philosophy of the school.
- 3) At the school, Science and social studies are far most important than religions.
- 4) The theory of Evolution and all the latest scientific discoveries in all fields of human knowledge are to be taught.
- 5) Religious education will be taught in form of “History of religions”, alongside with Philosophy and Civics.
- 6) The School is a school, not a Church, not a Mosque nor a Shrine, not a Hindu temple. The school is there to teach how to think and not how to believe.
- 7) The scheduled hours of Religion Education (R.E.) of the official school program will be carried out mostly by or in presence of the European volunteer.
- 8) It’s absolutely forbidden to hang in any part of the school any religious symbols, picture, photo linked to any religion.

### **Waste management**

- 1) Aim of the school is to keep the wastes as little as possible. Plastic food bags (such as black and transparent ones, used to wrap vegetables, kikomando and food in general) must be avoided.
- 2) The food and any other items that will be daily bought and carried to school, must be transported in long-lasting shopping bags provided by the school.

- 3) No plastic must be burned within the school plot, nor in the vicinity of the school or elsewhere. It's also strictly prohibited to burn any plastic in the stove to ignite the fire. PLASTIC CANNOT BE BURNED WHATSOEVER SINCE WHEN BURNED IS ARE HIGHLY POISONOUS AND DANGEROUS FOR THE HEALTH OF HUMAN, ANIMAL AND PLANTS AS WELL AS FOR SOIL AND DRINKING WATER.
- 4) Any members of the staff found guilty of burning plastic will be fired.
- 5) All wastes must be always separately collected. Recycling must be done in the following way:
  - a. A dustbin only for paper, leaves, pieces of wood, branches, dried grass and any other natural product. This kind of waste can be freely burned.
  - b. A dustbin only for plastic (bags, old shoes, old toys, old jerry canes, pieces of plastic, old cups and plates etc.). This kind of waste must compressed and kept in plastic bags to be disposed in Kampala.
  - c. A dustbin only for organic waste (food rest, fruits, meat rest). This can be given to animals or burned if dried.
  - d. Plastic bottles are to be collected and used for school purposes or given to be recycled.
  - e. Old clothing cannot be burned and must be used as rags or to make rag dolls.

### **Hygiene in the kitchen**

- 1) Dishes, cups, glasses and cutlery must be washed properly with dish-soap and fresh water. It is not allowed to serve the meals on dirty plates. Washing with only water is not allowed, since water alone cannot kill germs.
- 2) The floor kitchen must be swept and moped 2 times: 1st time early in the morning before starting with the preparation of the porridge or tea, 2<sup>nd</sup> time after lunch.
- 3) The top of the stove, the wooden tops, the basins and tables of the kitchen be cleaned at least 3 times a day. The rag must not be the same used for the floor.
- 4) The fire for cooking must be done only in the stove of the kitchen. No fire on the floor or in any other place of the kitchen is allowed. It is allowed for small pots or meals, to use the charcoal stove.
- 5) The shelves, cupboards and any other places of the kitchen must be used only for food.
- 6) The cupboards must be cleaned inside once a week.
- 7) Insect such as ants must be kept away through a constant cleaning.
- 8) Firewood must be stored and kept in the closet or on the roof of the toilets.
- 9) Rags to clean the kitchen must be washed at least once a week.

### **Hygiene in the Toilets**

- 1) Toilets must be cleaned once a week. Squatting pans, floors, sinks and mirrors must be cleaned with soap and washed with fresh water.
- 2) It is important to avoid the formations of faeces/dropping on the squatting pans. They must be kept always clean.
- 3) A toilet brush must always be next to each and every squatting pans.
- 4) The toilet brushes must be cleaned at least once a month.
- 5) The doors must be also cleaned once a month.

### **Hygiene in the school yard**

- 1) The school yard must be swept daily. It must be always clean of soil and dust and tidy.

- 2) For the safety of the children, the school yard must be free of things that may be dangerous the children.
- 3) No tools such as axes, hoes, sticks, electrical tools etc. are be left unattended in the school yard.
- 4) The area around the washing sinks and taps of the water tank must be free of basins, clothing, washing powder etc.
- 5) Anything dangerous that can be injected/swallowed by the children must be removed and kept away from the reach of the children.

### **Cooking and meals rules**

- 1) Pots, pans, cups, plates, cutlery must be always washed before and after use.
- 2) Children are not allowed in the kitchen.
- 3) Use of food additives is strictly prohibited (such as Royco, etc.).
- 4) It is strictly prohibited to use plastic items, such as glasses, basins, plates etc. for hot food and hot water.
- 5) Hot food and hot water must always be handled with metal pots/pans.
- 6) The preparation of the meals always must stick to the monthly diet, approved by the NGO.
- 7) The quantities of food indicated in the diet are to be strictly followed.
- 8) Is strictly forbidden to clean the kitchen and cook at the same time.
- 9) Onions must not be burned while frying.
- 10) All the pans and pots containing food (hot or cold) must be always covered with the cover.

### **Internet**

- 1) Private use of Internet is allowed. It is strictly forbidden to download films, videos, pictures. The internet connection must only be used for communication with the NGO-Representatives via e-mails, Whatsapp and Skype when asked.

### **Inventory**

- 1) A inventory of all the item of the school will be done at the beginning of each term. The principal is responsible for any loss or major damage of the items, except the normal wear and tear of use. NGO representatives will check at the end of the term the state of all gears and items of the school, indicated in the inventory.

Kibiri, the 22<sup>nd</sup> of January 2017

Mrs. Betty Nadgire: \_\_\_\_\_

Miss. Kasiita Alpha: \_\_\_\_\_

Mrs. Ursula: \_\_\_\_\_

Miss Estefanía Bravo Valentín: \_\_\_\_\_