

WASH PROGRAM STANDARD OPERATING PROCEDURES

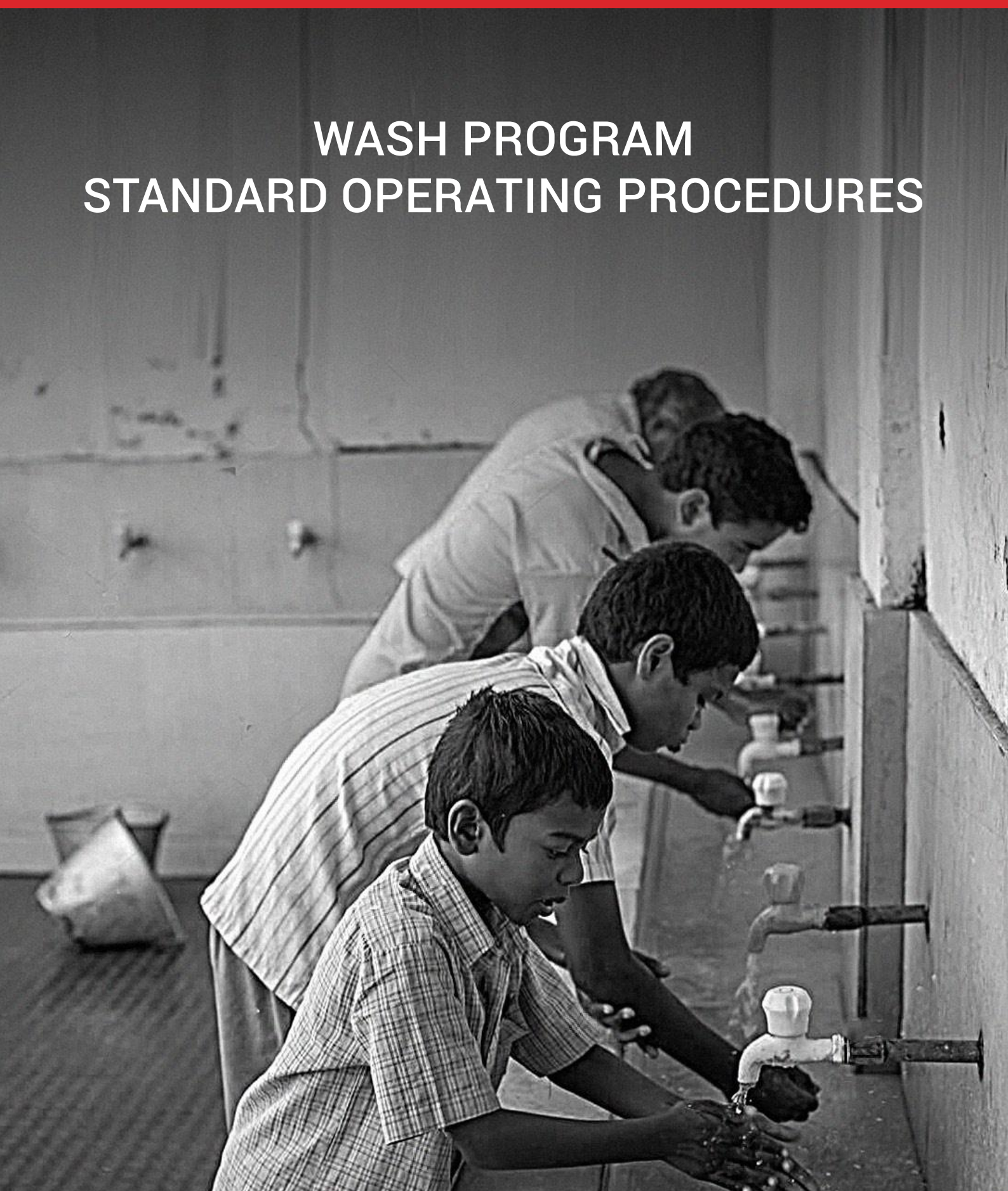


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About CSA

Catalysts for Social Action is an Indian NGO that works towards creating and ensuring a brighter future for every child under institutional care. **With a vision to build a nation where children in need of care and protection are nurtured into happy and contributing members of society.** By empowering institutional care channels, we ensure family-like care for our children, and that enhance access to healthy living conditions, good education resulting in the journey of developing young adults living independently with dignity. As of 2019, approximately 3,70,000 live-in Child-Care Institutions across the country need constant care and support.

Our Programs

Health & Nutrition 	Education & Development 	Livelihood & Aftercare 	Capacity Building & Advocacy 
<ul style="list-style-type: none">- Health & WaSH (Water, Sanitation & Hygiene)- Supplementary Nutrition- Infrastructure- Day to Day Essentials	<ul style="list-style-type: none">- Education- Life Skills- Recreation- Sports- Digital Engagement	<ul style="list-style-type: none">- Preparatory program- Aftercare support- Higher Education & Skill Training- Vocation Training	<ul style="list-style-type: none">- Adoption- CCI Capacity Building- Stakeholder Workshops & Trainings

Rationale & Scope

Standard Operating Procedures (SOPs) have been developed to facilitate joint action by all stakeholders to effectively respond to children in Institutional care. It is intended to assist them in understanding and supporting the rights of children they work with. This will be a guiding document that seeks to identify the step-by-step processes to be set in motion when interventions are made for different categories of children in Institutional care.

Catalysts for Social Action has always tried to develop its programs with a child centric approach, where the child is kept as the focus of the program, its process and the services provided.

- It takes into account critical timeframes from childhood to adolescent stage and customizes interventions according to the developmental needs of the child
- Ensures services offered are appropriate to those developmental needs.
- Provides children with appropriate opportunities to participate in decisions that affect them.
- Promotes a collaborative approach to influencing the child's environment and their interactions in those environments

This SOP neither seeks to advocate a one size-fits-all-approach nor seeks to present a standardized model of intervention with children in Institutional care; since it acknowledges that Children in Institutional care are not a homogenous group. This SOP does not present standardized prescriptions, but processes that should be set in motion once a child becomes part of Institutional care.

Although this guidance is relevant to all children in Institutional care, its application will vary depending on context and on the circumstances and experiences of specific groups of children. It is vital that those using the guidelines adhere to the general principles included, but carefully adapt the detail of the application. The guidelines may be used in a variety of ways including as:

- A reference document for program implementation and impact measurement.
- A guideline to support people working with children and young people in Institutional care
- A guideline to ensure quality control measures which are to be applied across different phases of the program
- A resource when developing training materials and evidence of practice

Background of the problem

WASH is an acronym that stands for the interrelated areas of **Water, Sanitation, and Hygiene**.

It is a component of WHO's 13th General Programme of Work 2019–2023 which aims to contribute to the health of three billion through multisectoral actions like better emergency preparedness and response; and one billion with Universal Health Coverage (UHC).

The Sustainable Development Goal (SDG) of clean water and sanitation sets the target of achieving universal access to safe and affordable drinking water and sanitation for all by 2030 by adequately investing in infrastructure, providing sanitation facilities, and encouraging hygiene at every level (Sustainable Development Goal, 2015).

Ensuring adequate safe water in Child Care Institutions (CCI)s, well-maintained sanitation, and handwashing facilities and behaviour is a critical part of SDGs and is known as Water, Sanitation and Hygiene Education (WASH) in Child Care Institutions (CCI)s. This strategy helps fulfil children's rights to health, education, and participation, and has been widely recognized for its significant contribution to achieving the SDGs – particularly those related to providing access to primary education, reducing child mortality, improving water and sanitation, and promoting gender equality.

Inappropriate hygiene behaviour due to poor sanitation, water scarcity, and inferior water quality is disastrous for children of all age groups and is a major cause of mortality of children under five. As children spend most of their time in Child Care Institutions (CCIs), so these conditions are also detrimental to them.

All the aspects of the CCIs i.e. the physical environment and cleanliness routines affect children, lack of these aspects such as limited ventilation, proper hand-washing facilities, and where toilets are in unusable conditions, impacting and hampering their growth both physically and mentally. It is observed that behaviours and attitudes inculcated during the formative years of Child Care Institutions (CCI) remain with the individual for life long. Water, sanitation, and hygiene is an investment in Child Care Institutions (CCI) children and the health of future generations. It helps children realize their full potential and prepares them for healthy adult life, which can contribute to the growth of the nation

WASH Program

Objectives of the WASH Program:

- To improve capacities at various levels within CCIs, to develop the right mix of skills, knowledge, and experience to help, finance, manage and monitor water, sanitation, and hygiene programs in CCIs effectively.
- To facilitate the daily provision of child-friendly and sustainable safe drinking water and adequate water for handwashing. To ensure all water, sanitation, and handwashing facilities are clean, functional, and well maintained
- Through Behaviour change sessions ensure preventive measures for personal health & hygiene care practices of children are improved

Intervention Pathways

- Provide water supply in enough quantity and quality for different uses, such as drinking, personal hygiene, bathing, cooking, laundry, medical activities, cleaning, and disinfection.
- Provide safe excreta disposal and management. Latrines should be adequate, safe, accessible, and enough in number for children and staff, of different gender and ages. Wastewater and stormwater are properly drained and managed.
- Hygiene promotion (and food safety) are properly followed. Ensure that enough handwashing facilities which are strategically located are operational and continuously equipped with water, soap, and drainage.
- Disease control is ensured within the facilities: breeding places are removed, and window and door screens installed to prevent movement of insects and animals.

Targeted Outcomes from the Program

- Better water, sanitation, and hygiene in Child Care Institutions (CCI)s provides healthy and secure Child Care Institutions (CCI) environments that can protect children from illness.
- With gender-segregated toilets, inclusive and accessible facilities, children are assured of privacy and dignity.
- Water, sanitation, and hygienic behaviour change communication activities become part of the daily routine of all children.
- Girls are to be taught menstrual hygiene management by female teachers in a sensitive and supportive manner.

Process and Implementation

WASH in Child Care Institutions (CCI)s not only promotes hygiene and increased access to quality education but also supports national and local interventions to establish equitable, sustainable access to safe water and basic sanitation services in Child Care Institutions (CCI)s. WASH-related knowledge when imparted to the children by integration of WASH into the overall curriculum can positively influence the integration of hygienic practices in daily life. Life skills-based hygiene education allows children to learn about water and sanitation-related behaviours and the reasons why these are critical for good health.

WASH in Child Care Institutions (CCI)s is an integrated intervention involving improved access to water supply and sanitation infrastructure in Child Care Institutions (CCI)s while ensuring operation & maintenance, hygiene education, health education, monitoring, funding, and institution building. It is critical to the maintenance of hygiene and thereby healthy surroundings, to ensure the functionality of the mid-day meal scheme and to achieve high attendance of students, especially girls.

Roles and Responsibility

It is a collective responsibility of CCI and CSA to ensure below things are available in the respective CCI in adequate quantities depending on the number of Children residing in CCI. The CSA PO will be responsible to facilitate the process of making WASH Services by using CSA funds in partnership with CCI or to get support from Voluntary organizations like Rotary Club, Save the children, Lion's club Etc.

WASH Services

- Accessibility of Clean and safe drinking water supply.
- Functional & well- maintained safe water supply points in toilets, Bathrooms, hand washing area,
- Gender segregated toilets and bathrooms with running water taps, proper doors, locking system, bucket, mugs, and septic tanks
- Handwashing stands with soaps, operations & maintenance,
- Systems for safe disposal of solid and liquid waste.
- Proper disposal of Sanitary Napkins in the CCI where the girls are residing.
- Provision of 6 monthly Regular Hygiene kits which includes (Bathing Soap, Washing Soap, Toothbrush, and Toothpaste)
- Provision of Additional Hygiene kit which includes (Body Lotion, Hair Oil, Vaseline, Earbuds, and Nail clippers-to be administered by caretakers)
- Provision of Sanitation Kit Toilet cleaner, Dormitory cleaning disinfectant, Broom, Dustbins, etc.

Hygiene Awareness Sessions

Along with the WASH provisions supported by CSA, the Hygiene Awareness Sessions approach focuses on changing children's hygiene behaviour through interactive communication rather than a lecture mode of teaching.

Communication for behaviour change in children for the adoption of hygienic practices has the potential in improving their quality of life.

The best way of imparting good practices on personal hygiene is through group discussions and talks delivered during the time of assembly.

Effective hygiene education for children goes beyond the provision of factual information on health risks associated with poor hygiene practices.

In addition to this, monitoring each child on their hygiene behaviour especially by involving Children's Committee members has been very effective.

The program emphasizes on one dedicated session per month for personal hygiene where a scientific temperament is invoked on personal hygiene and this temperament will go a long way in setting the hygiene behaviour of children.

CSA Program Officers (PO) are key stakeholders in the WASH programs. Their dedicated involvement and buy-in are crucial for the success and sustenance of WASH programs. It is therefore important for PO to appreciate and disseminate the importance of integrating WASH sessions in their respective CCI. Training PO on WASH components and practices is essential for sustaining the Swachh BHARAT initiative in CSA's induction program.

CSA PO to ensure Hygiene awareness sessions mentioned are rolled out with periodic intervals.

- Personal Hygiene
- Dental Hygiene
- Handwash
- In Case of Emergency (ICE)
- Skin Hygiene
- Protection from Insects and parasites
- Fire Safety
- First Aid Awareness for staff and elder children in CCI
- Good Touch and Bad Touch sessions
- Food Safety and Nutrients

Checklist For Wash Programs

This checklist helps the children's committee, CCI staff, and CSA POs to monitor the status of WASH in the CCIs

(WA)SH – Water

- The water used for drinking shall be filtered and treated before use.
- Every CCI shall have access to safe drinking water at all hours.
- In case, the water is supplied at certain hours, the arrangement shall be made to store adequate water.
- Drinking water storage filters shall be available on each floor and located at a place that is within the reach of all children.
- Check for all leaky taps, valves, flushing cisterns, etc. Check for any blockage in the drains, sewage pipes, and wastewater pipes
- Check if the main water storage tank cover and outlets are leaking and the stored water is clean

WA(S)H – Sanitation

- Every CCI shall have sufficient water for the maintenance and cleanliness of the premises.
- Every CCI shall have a proper drainage system.
- Ensure that soap and water are always available at handwashing points
- Ensure all toilets/urinals and water points are usable and functional
- Ensure all toilets and urinals are clean Check for & fix loose locks and shutters of all the doors, windows and almirahs, etc.
- All spaces in the CCI to be swept and mopped once every day.
- Cleaning or washing of the toilets and bathrooms twice every day.
- Every CCI shall have arrangements for the disposal of waste.
- There shall be garbage bins for each floor.
- Check if all the manhole covers/inspection chamber covers are properly in place and not damaged

WAS(H) – Hygiene

- Disinfection of the beddings at least once a year.
- Handwashing with soap before eating,
- After playing with animals and in the playground.
- Wearing shoes or slippers, cutting nails, brushing teeth twice a day in the morning and before going to bed
- Daily bath with soap, Washing of hair at least once a week.
- Check if the First Aid kit is up-to-date and the medicines are within their expiry date. Replenish as per need.
- The dusting of general storage, desks, and benches, and toy/book storage for children
- Ensure herbal Pest control and Water tank cleaning are done.

Other General Cleaning Practices

- Cleaning of Children Dormitories, classroom and kitchen and recreation area, floors including the kitchen.
- Cleaning of any waterlogging in the entire CCI premises.
- Utensils are cleaned properly, and the kitchen is free from rodents.
- Cleaning of dust from all appliances and walls etc.
- Remove dumped rubble/debris/building waste from the premises
- Observe any water logging in open areas Check for clogged drains on the ground, courtyard, and water outlets from courtyards
- Remove stains and marks on the enamel painted portions of the walls (especially corners and edges) door, window, almirah shutters with damp cloth/mild detergent dampened cloth Check for any damp marks on the walls, ceilings, and floor Check for any termites in the building
- Check for proper hardware operation of all doors, windows, and almirahs
- Check for any cracks on walls and roofs
- Check the functioning of hinges, bolts, and other hardware of all doors and windows
- Clean all dust from the fans, tube lights, and bulb

List of Abbreviations

BMI	-	Body Mass index
CSA	-	Catalyst for Social Action
CCI	-	Child-Care Institutions
CINCP	-	Children in Need of Care and Protection
ENT	-	Ear, Nose, Throat
JJ Act	-	Juvenile Justice Act
M&E	-	Monitoring and evaluation
NGO	-	Non-Governmental organization
OPD	-	Out Patient Department
SOP	-	Standard Operating Procedure



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