

BETHANY KARUNALAYA

Run by Bethany Navajeevan Province

H. No. 2-3-2/3/A. Cherlapally P.O. RR District, Telangana

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Rules and Regulations

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Rules and Regulations

Introduction

According to the UNICEF definition, an orphan is defined as a child that has lost one or both parents. The loss of one parent classifies a child as a “single orphan” and the loss of both parents as a “double orphan.” The most frequent causes of separation of children from parental care include poverty, lack of access to basic services, abuse, neglect, disease, disabilities, and emergencies. Bethany Karunalaya while addressing the social and psychological needs of children, gives ultimate emphasis to enable the children to remain in family care. Yet in unavoidable situations when children are left without any option we provide the best environment for a child’s development.

Bethany Karunalaya at Cherlapally, Telangana State, India is a Rehabilitative Home for Boys and Girls, registered under the Women’s and Children Institutions, Government of Telangana, managed by Bethany Mission Center (*Reg. No: 321/2005*), a registered charitable society of the Bethany Navajeevan Province of the Bethany Ashram Congregation. Bethany Ashrams, founded by Servant of God Archbishop Mar Ivanios OIC, are recognized for engaging in different apostolic and charitable activities like running orphanages, aged homes, and schools for differently abled children, homes for destitute irrespective of caste and creed.

Under the aegis of Bethany Mission Center at Cherlapally, Telangana, Bethany Navajeevan province runs, Bethany Karunalaya Rehabilitative Home for Boys and Girls, Snehalaya Old Age home, St. Joseph’s Bethany Navajeevan Vidyalaya and Bethany Vocational Training. Bethany Karunalaya provides best quality accommodation for the inmates. The supervision and control of children residing at Bethany Karunalaya is rest with the management. The Director in consultation with Assistant Director, Warden, and Assistant Warden and with the assistance of Supervisors will be responsible for day-to-day management and maintenance of discipline. Each inmate should co-operate to maintain order and discipline to make life joyful, abiding by the rules and regulations.

- **Inspiration:** Inspired by the life and teachings of Jesus Christ who said “*as you did this for one of the least important of these brothers and sisters of mine, you did it for me*” (Mathew 25:40).
- **Vision:** Offering a new life and sharing of family care
- **Mission:** Sheltering the homeless and sharing a family, teaching the value of life, and empowering to face challenges
- **Motto:** Humbly serving the last, Lovingly caring the lost, Kindly sharing a home for the least

Our Objectives

- To provide integrated community based institutional basic services for the care, protection and development of orphan / destitute children i. e. children in need of care and protection up to the age of 18- years who face, neglect, abuse and exploitation so that they can be rehabilitated as normal citizens in the community they belong to.
- To provide "The children' facilities of free boarding, lodging, clothing and medical and curative services' education, pre-vocational and vocational training, vocational guidance, recreation and cultural development in order to provide opportunity for holistic development and make them employment worthy so that they can become self-reliant,
- Try to trace the families and reunite the children with parents and relatives if they are able to take care of the children. In addition, this is not possible, then the children will be provided institutional services.

Our Services

- We provide different services for boys and girls including physical and social care, school education and recreational activities and creating family atmosphere for children up to eighteen years.
- We provide separate accommodation with compound walls including toilet, bathroom, and dormitory for boys and girls. We have minimum two bathrooms for 10 children's and 1 toilet for 8 children.
- School education is provided so that children would have the opportunity of mixing with the other children of the community as a part of their development.
- We provide the services of training professional for counseling to meet the psychological needs of children.
- We arrange tour & fields trips during vacations.
- We take good efforts to continue the education/career of the children in such a way that they become self-reliant by the time they attain the age of 18 years.
- We take special care and safety for girls. Every effort will be made to get them married. They shall not be discharged from homes without making proper and suitable alternative arrangements.
- Academically brilliant children, whether boys or girls, shall be given full opportunity to stay on, pursue higher studies and realize the full potential.
- Adequate lighting, ventilation and pure drinking water facility shall be provided.
- We make provisions for first aid, arrangements for water storage and emergency lighting.

Criteria for admission and admission process

- We admit children, who are orphans, semi orphans, destitute, abandoned, missing, runaway child, whose parents cannot be found after reasonable inquiry and do not have near relatives to look after them.
- We admit children who are found without any shelter or settled place of abode or any other ostensible means of subsistence.
- We admit children of single parent families deprived of adequate family care due to death, desertion, prolonged illness, imprisonment of one of the parents.

- All admissions shall be made by the management. In all cases of admission, one photo (passport size) of the inmate shall be pasted in the admission register and another copy kept in the office along with the filled in biodata with all details. (A profile of the child admitted to a home shall be maintained which shall contain information regarding his socio- cultural and economic background and these information's may collected through all possible and available source including place of residence of parents or the guardians, employer, schools friends and community.)
- No child can be admitted or sent out of the Bethany Karunalaya without the permission of Child Welfare Committee

General Discipline

- English will be the common language.
- Children are instructed to maintain strict silence. Silent Hours of the home will be maintained from 10.00pm to 7.00am every day. During this time, there should be perfect silence in the rooms/ corridor of home. Children are to avoid singing aloud, shouting and all types of noise likely to distract the attention of those who may be at their books.
- Mobile phone use is strictly prohibited.
- No self-medication is allowed by any student.
- Lending and borrowing of money, jewellery, clothes etc. are not allowed.
- Any untoward incidents/ breach of regulations/ indiscipline should be promptly reported. If any of the home rules are violated by the home inmates, the parents/ guardians will be informed and further suitable action will be taken at the discretion of the management.
- Any matter not expressly provided for in these rules will rest at the absolute discretion of the management which also reserves the right to modify any of these rules as and when necessary.
- It is hereby informed that according to provisions of Education Act 1983, that Ragging is a Cognisable Offence and that any person caught in indulging in ragging shall be liable to imprisonment for a term which may extend to one year, or with fine as stipulated therein.

Management of Homes for Children

- We maintain annual report approved by the Managing Committee and statement of accounts audited by a Chartered Accountant along with the list of annually elected/appointed Managing Committees.
- Receiving and keeping of personal belongings and other valuables of children
- Issue of toiletry items, clothes, bedding and other facilities and equipment as per requirements
- Attending to immediate and urgent needs of the child like preparation for examinations, personal problems etc.
- Every newly admitted child shall be familiarized with the institution and its functioning and shall receive orientation in the following areas namely;
- Personal health hygiene and sanitation
- Home discipline and standards of behavior, respect for elders and teachers
- Daily routine, peer interaction, optimum use of developmental opportunities
- Prayer, spiritual activities and study matters

- We have a complaint and redress mechanism and a children's suggestion box is installed. If there is any issue that requires immediate attention, the director calls for emergency meeting.

Daily routine

- We have a daily routine for the children prepared in consultation with the Children's committee, which is prominently displayed at various places within the home.
- The daily routine shall provide for a regulated and disciplined life, personal hygiene, and cleanliness, physical exercise, yoga, educational classes, vocational training, organized recreations and games, moral education, group activities, prayer and community singing and special programmes for sundays and holidays.

Cleanliness and personal hygiene

- Each one is responsible for keeping the bedroom and bed neat and clean, keeping in mind 'Cleanliness is next to godliness'. Children are responsible to keep their room clean. Pasting of picture or drilling nails are not permitted in rooms. You are responsible for your own belongings, ensure that the lockers are safe, and locked before you leave your room. The administration is not responsible for any loss of valuables or cash.
- Children will ensure that the lights and fans are off when not in use and taps are closed before leaving the room.
- Keep the toilets and bathing rooms clean. Each one should remove hair from toilet after bath. Sanitary pads should be disposed only in the place provided for the purpose and should not be thrown in the toilet and around the building.
- The waste paper baskets and dustbins provided must be strictly made use of. No waste should be thrown around the building.
- Keep the surrounding attractive by gardening and maintain cleanliness. Washing of clothes should be done only in the place provided for the same. Do not use fans to dry the clothes.
- Every home shall have the following sanitation and hygiene and hygiene facilities namely,
 - We provide sufficient hot drinking water. Water filters shall be installed.
 - We provide sufficient water for bathing and washing clothes, maintenance and cleanliness of the premises

Nutrition and Diet Scale

- The children shall be provided four meals a day including breakfast
- The menu shall be prepared with the help of nutritional experts or dietitian to ensure balanced diet and variety in taste.
- We have a diet scale and menu chart and it shall be exhibited in the mess hall and office
- Children may be provided special meals on holidays and festivals and sick children shall be provided special diet according to the advice of the doctor on their dietary requirement.

Medical care

- We maintain a medical record of each child based on monthly medical check-up and provide necessary medical facilities
- We make sure that the medical records contain details of weight and height, diagnosis of any allergy, sickness and treatment and other physical or mental problems.

- We have arrangements for the medical facilities including the availability of a doctor on call on all working days for regular and special medical check-up and treatment for children
- We have sufficient emergency medical equipments to handle minor health problems including first aid kit with stock of emergency medicines and consumables
- We have trained staff in handling first aid
- We keep sick children under constant medical supervision
- We provide or arrange for regular counseling for every child and ensure specific mental health interventions for those in need of such services, including separate room for counseling section within the premises of the institution
- We refer children who require specialized drug abuse prevention and rehabilitation programme to an appropriate centre administered by qualified personnel where this programme will be suitable to the age, gender and other specification of the concerned child

Education

- We provide education to all children according to the age and ability. Compulsory education is provided to every children coming under the purview of the Right education Act 2009.
- Extra coaching is available to school going students in the institution.

Vocational training

- We provide gainful vocational training to the children according to the age, ability, and skill
- We network with institutes of technical instruction, Government and private organizations or enterprises, agencies or non- governmental organizations with expertise or placement agencies.

Recreational facilities

- We give provision for guided recreation including indoor and outdoor games, music, televisions, picnics, outings, cultural programme and libraries shall be made available to all children in the home.

Playground and sports facilities

- We provide proper facilities for proper physical development of children including sports and medical care.
- Sufficient playground area is provided according to the total number of children.

Visitors

- Children are permitted to meet their authorized visitors in the visitors' parlour on Sundays and Holidays only.
- No visitors are allowed in the childrens' bedroom.

Dining Hall

- Children are expected to maintain discipline and order in the mess and in the dining hall when meals are served.
- No food will be taken to the room unless some one is sick.
- Crockery and cutlery should not be taken to the room.
- No wastage of food is allowed.
- No one is allowed to enter the Kitchen or store room.

Children's Committees

- The manager of every home shall facilitate the setting up of a children's committee and this children's committee shall be constituted solely by children.
- The manager shall ensure that the children's committee meet every month and maintain a register for recording its activities and proceedings and place it before the managing committee in its meetings

Death of a child

- In the event of an unnatural death or suicides of a child, we ensure that an inquest and post-mortem examination are conducted at the earliest
- In case of natural death or due to illness of a child, the director shall obtain a report of the medical officer stating the cause of death and a written intimation about the death shall be given immediately to the nearest police station, the control board and the district social justice officer and the parents or guardians or relatives of the child,
- Whenever a sudden or violent death or suicide or accident takes place the director shall give immediate information to the medical officer concerned and shall immediately report to the nearest police station, the control board and the district social justice officer and inform the parents\guardians or relatives of the deceased child
- As soon as the procedural formalities are completed by the police\the medical officer magistrate concerned, the body shall be handed over to the parents or guardians or relatives of the child.
- Whenever a sudden or violent death or suicide or accident takes place the director shall give immediate information to the medical officer concerned and shall immediately report to the nearest police station, the control Board and the District Social Justice Officer and inform the parents\guardians or relatives of the decade's child
- As soon as the procedural formalities are completed by the police, the body shall be handed over to the parents or guardians or relatives. In the absence of any claimant for the dead body, the last rituals shall be performed under the supervision of the manager in accordance with the known religious customs of the child.

Abuse and exploitation of children

- We have the systems for ensuring that there is no abuse, neglect or ill- treatment and these systems shall include imparting of knowledge and awareness to the staff and the children as to what constitutes abuse, neglect and ill-treatment and how to respond these.

Leave of absence of Children

- Children should get prior permission from the director and should write clearly in the outpass book the time of their leaving, return and place.
- To stay over night at home, permission should be obtained.

- A child in a home may be allowed to go on leave of absence of special occasions like marriage, special functions or emergencies like death or accident or serious illness of members in the family.
- While considering the application for leave of absence, the manager shall hear the child or the parent of the child and if the manager considers that granting of such leave is in the interest of the child, appropriate sanction may be granted.
- The release of the child shall be based on proper acknowledgement by the parents, relatives or guardian.

Missing of Children

- In the event of any case of missing of children, the fact shall be reported to the nearest police station and informed to the parents immediately.

Transfer of inmates

- Every transfer shall be made only with the consent of the inmate. Transfer from one home to another home of similar nature can be done by mutual consent of the managers of those institutions. Every such transfer shall be intimated to the District Social Justice Officer concerned.
- The records and files including medical records of the inmate shall be transferred and necessary entries made in the Admission Register. Proper records of handing over and taking charge of the inmates shall also be maintained by both the homes.

Marriage

- No female inmate of a home shall be given in marriage unless such female has made a declaration before the District Social Justice officer concerned that she is willing and consenting to such marriage. The District Social Justice Officer shall ensure that the inmate to be given in marriage is not a minor.

Discharge of inmates

- Discharge of inmates shall be done only on sufficient reason and the fact may be reported to the District Social Justice Officer soon after the discharge. Necessary entries shall be made in the Admission Register and signature of the inmates and parents or guardians shall also be obtained in the Admission Register.

FUNDING PATTERN

- Bethany Karunalaya is solely run on donations and the amount is used for the recurring expenditure, education and vocational training of the children and for inmates.

INSPECTION/MONITORING

Our philosophy

- There is a tender place in God's heart for orphans (Deuteronomy 10:18; Psalm 146:9)
- God calls the church to care for and protect orphans (James 1:27;
- Each child is born with inherent and unique gifts, abilities and callings
- Care and services are best provided in the context of God-honoring relationships with the ultimate goal of helping each child fully realize his or her God-given potential
- Orphanage staff are highly-valued and equal ministry partners, also created in the image of God with unique gifts, talents, abilities and callings

We believe that at its core, comprehensive orphan care:

- Affirms the dignity and worth of the child
- Provides equal, unhindered access to basic social services
- Advocates to protect the child and his or her inherent rights
- Meets a child's core emotional, physical, cognitive and spiritual needs
- Helps children become hopeful, self-reliant, contributing members of society
- Is best delivered by God-ordained institutions such as churches, families and schools empowered to be the primary means of Biblical care
- Is rooted in the gospel's mandate to "make disciples"/Christ-followers, or children who learn to fall in love with Christ and commit to following Him for a lifetime

Security

Children thrive in a safe, secure and loving environment, which for an orphanage means:

- Clearly communicated rules and responsibilities for a child's role in the orphanage community
- Clearly explained daily schedule
- Clearly communicated and fairly administered methods of discipline
- Ability for a child to appeal to higher or other levels of authority
- Clearly explained staff positions and responsibilities (as would happen in a family)
- Physically secure buildings

Dignity and Self-Worth

To affirm their God-ordained dignity and worth, every orphan should be ensured:

- A birth certificate
- Celebration of personal special occasions (i.e. birthdays, graduations, etc.)
- Access to counseling to help heal from past issues regarding abuse, neglect, and other forms of emotional brokenness
- Appropriate privacy (i.e. that bedrooms and bathrooms would be age and gender-appropriate)
- Clean living areas
- Clean, fitting and appropriate clothing
- Privileged responsibility to take an active role in helping sustain the orphanage community (i.e. chores as in a family)

Childhood Expression and Development

To promote children's physical, mental, social and emotional health each orphanage should provide:

- Adequate time for free play in a safe environment
- Opportunity for structured and unstructured sports and recreation
- Clean, safe recreational facilities such as playgrounds, gym equipment and play areas
- The means and opportunity for children to express themselves through art
- Ways to explain, affirm and celebrate the children's cultural heritage

Education

In order to discover the world God created and how they were designed to operate within, and eventually contribute to, the world every child should receive:

- A high-quality preschool, elementary, middle and high school education taught by educated, trained, certified and fairly-compensated teachers within low ratio student : teacher classroom settings
- Skills and gifts assessments
- Vocational training opportunities
- Timely delivery of special needs education and services for children with disabilities
- Tutoring and peer assistance when needed
- Opportunities for vocational and/or college scholarship programs

Transition Assistance

Upon reaching the age of 18, every orphan who is transitioning out of the orphanage should be assured of:

- Assistance in securing employment
- Assistance in locating housing
- Regular follow-up by orphanage staff for 3-5 years to ensure successful transition
- An open, welcome invitation for orphans to keep in contact with friends and staff at orphanage during transition

Environmental Standards

To ensure a child's physical well-being each orphanage should have:

- Adequate sanitation
- Clean drinking water
- Healthful food
- Structurally sound housing

Physical Needs and Health Care

To ensure a child's optimal physical development and adequate access to health care means that an orphanage should provide children with:

- Annual physical evaluations
- All required immunizations
- Access to immediate first aid for minor illnesses or injuries
- Appropriate, timely medical treatment for illness or injury with local medical staff for moderate or major health issues
- Balanced, nutritious meals as prescribed by a certified dietitian
- Clean drinking water

Life skills

To become confident, capable adults every orphan should receive age-appropriate teaching, reinforcement and encouragement in:

- Personal hygiene
- Communication skills
- Conflict resolution
- Money management
- Goal-setting and decision-making
- Civic responsibilities
- Community involvement

Operations

We believe that in order to provide orphans with high-quality, scripturally-inspired care orphanages should:

- Be financially transparent and accountable to a local Board comprised of diverse members of the local community
- Be committed to integrating biblical principals in all aspects of orphan care

Home Time Plan

Rising	:	
Mess	:	
<i>Breakfast</i>	:	
<i>Lunch</i>	:	
<i>Tea Break</i>	:	
<i>Supper</i>	:	
Study	:	
	:	
Recreation/Television	:	
	:	1.30 pm – 3.30 (Hindi / English Movie)
	:	3.30pm - 7.30 pm (Malayalam Movie)
	:	<u>Second Sundays</u>
Sports/Library/	:	
Computer (Mon - Fri)	:	
Prayer	:	
Store Timings	:	
Telephone Timings	:	
	:	
To Bed	:	10. 30 pm

Keep the timetable and timetable will keep you
Language for communication is strictly English
Use Water/ Electricity economically