



Code of Good Practice  
**Comhlámh**

# **CODE of GOOD PRACTICE**

**2019 -2021 SELF - AUDITING  
DOCUMENT**

[www.codeofgoodpractice.com](http://www.codeofgoodpractice.com)



## VALUE: SOLIDARITY



**PRINCIPLE 1:** The programmes, projects and volunteer roles of our organisation are based on sustainable, mutual, and equal partnerships which recognise and address power differentials between our organisation and those we work with.

### INDICATOR:

**1.1 We collaborate with local partners and communities in developing, implementing and evaluating our programmes, in particular in volunteer recruitment, training, and placement, and in developing and reviewing materials for programme promotion.**

### Assessment from VSA

Please provide a brief description of how you are currently working to meet this indicator:

Description: GIVE works in close cooperation with The Catholic Education Secretariat (CES) in The Gambia. We communicate through email and phone-calls regularly. The CES meet with our volunteers during our work in Gambia. They have recruited local teachers to sustain our programmes at Early Childhood Education level throughout the year.

To broaden our volunteers understanding of the education system in The Gambia, GIVE together with CES held a one-day meeting with school principals and leaders in January 2019. This provided new opportunities for greater dialogue and future development of our programmes.

Please indicate at what level you assess that this indicator has been attained at:

Fully attained       Substantially attained       Partially attained       Not attained



Please provide a list of evidence to reflect the above description. This evidence should be readily available by using the folder template provided and uploaded through Dropbox or Google Drive. There is a list of suggested evidence below:

Listing of evidence:

- 1) Note re Collaborative Approaches
- 2)CES plan for LB 2019 (transfer of skills and use of local talent)
- 3)Board of Directors Meeting extract October 2018
- 4) 2019 Project Timetables
- 5)CES GIVE evaluation Meeting Feb.2019 (collaboration with CES in future planning )

**Please describe any specific plans for progressing this indicator next year:**

Description:

Continued interaction with CES and school principals in developing programmes

Establishment of a team of Gambian teachers to continue workshops, in the absence of Irish volunteers, at Lower Basic level.

Maintain and continue to support local teachers Gambia Early Childhood project throughout the year.

**Feedback from Comhlámh /External Auditor**

Commentary on VSA progress on this indicator:

Fully attained

Substantially attained

Partially attained

Not attained



**1.2 Our programme plans and budgets explicitly note how resources and support are provided to local partners and include a focus on the sustainability of the local partner organisation and the programme in which the volunteer is involved.**

**Assessment from VSA**

**Please provide a brief description of how you are currently working to meet this indicator:**

Description: Our main objective in The Gambia is one of transfer of skills or capacity-building as requested by CES and by Gambian teachers.

CES are directly responsible over 60 schools in The Gambia. It has its' own dedicated and committed staff and is therefore independently sustainable. It is fully supported by the Ministry of Basic and Secondary Education, MoBSE. GIVE facilitate the sharing of expertise from experienced classroom teachers (both Irish and Gambian) in utilising classroom resources to the maximum benefit.

Financial support is provided by GIVE to CES. This allows for several Gambian Early Childhood teachers to deliver a continuing programme of workshops to their peers throughout the year. This constitutes the use of local talent. Financial support is also given through the purchase of materials, stationary etc. throughout our stay in Gambia.

GIVE work alongside staff in Skill Centres. Volunteers share materials and resources which enhance the students' literacy levels. GIVE have provided reading materials, computers and financial support to Skill Centres as required.

Please indicate at what level you assess that this indicator has been attained at:

Fully attained     Substantially attained     Partially attained     Not attained



Please provide a list of evidence to reflect the above description. This evidence should be readily available by using the folder template provided and uploaded through Dropbox or Google Drive. There is a list of suggested evidence below:

Listing of evidence:

- 1)ECD costs 2019 Feb April (Financial planning)
- 2)ECD M Cunningham copy of email (use of local teachers)
- 3)Board of Directors extract Meeting Oct 2018 (financial planning)
- 4) ECD workshop costs copy of GIVE email 8<sup>th</sup> March 2019 (sustainability of workshops by Gambian teachers)
- 5) request Sr Rosine Donation of laptops (directed support through provision of resources)

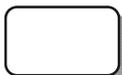
Please describe any specific plans for progressing this indicator next year:

Description: Continue to develop programme with Lower Basic teachers, up-skilling a group to act as facilitators in delivering workshops to their peers.

### Feedback from Comhlámh /External Auditor

Commentary on VSA progress on this indicator:

Fully attained     Substantially attained     Partially attained     Not attained





**PRINCIPLE 2:** The programmes, projects and volunteer roles of our organisation are based on aims and objectives that are mutually agreed with local communities and partners, are aligned with priorities identified by and valuable to local communities, and that are sustainable.

**Indicator:**

**2.1 We collaborate with local partners and communities to ensure programme design, planning, implementation and evaluation are mutually agreed, are aligned with priorities identified by and valuable to local communities, and seek to be sustainable.**

**Assessment from VSA**

**Please provide a brief description of how you are currently working to meet this indicator:**

Description: Our local partners are the CES, our local community is the groups of teachers selected by CES who attend our courses and our students at Skill Centres. Examples of the comments that teachers make during our courses are given below. Our programmes are discussed with leaders in Skill Centres and it is under their advice that we design our project work. The work in Skill Centres is described in the extract from GIVE 2019 project report. Meetings are held with staff at Skill Centres each year. The GIVE literacy programme is seen as valuable by staff and students.

**Please indicate at what level you assess that this indicator has been attained at:**

- Fully attained       Substantially attained       Partially attained       Not attained



**Please provide a list of evidence to reflect the above description. This evidence should be readily available by using the folder template provided and uploaded through Dropbox or Google Drive. There is a list of suggested evidence below:**

Listing of evidence:

- 1) Example Teacher evaluation 1
- 2) Example teacher evaluation 2
- 3) Principals meeting Agenda
- 4) Principals meeting minutes
- 5) extract from GIVE report 2019 (Skills Centres)

**Please describe any specific plans for progressing this indicator next year:**

Description: Written feedback from Skill Centres.

## Feedback from Comhlámh /External Auditor

Commentary on VSA progress on this indicator:

Fully attained

Substantially attained

Partially attained

Not attained



## 2.2 We work with local partners to provide training, induction and mentoring to volunteers.

### Assessment from VSA

Please provide a brief description of how you are currently working to meet this indicator:

Description: Training induction and mentoring of our volunteers by our local partners occurs informally as we work together on a daily basis. Our volunteers have opportunities to converse with Gambian colleagues throughout their stay in the locality.

Please indicate at what level you assess that this indicator has been attained at:

Fully attained

Substantially attained

Partially attained

Not attained



Please provide a list of evidence to reflect the above description. This evidence should be readily available by using the folder template provided and uploaded through Dropbox or Google Drive. There is a list of suggested evidence below:

Listing of evidence:

- 1) Report on Planning Trip 2017 (prep for 2018 projects)
- 2) (Planning in 2018 took place through phone conversations and email as described;(see; folder Solidarity 1.1 note on Collaborative Approaches)
- 3) Overall report 7<sup>th</sup> October to 11<sup>th</sup> October 2019 for 2020

4)

5)

**Please describe any specific plans for progressing this indicator next year:**

Description: Continue to offer volunteers the opportunity to work closely with Gambian colleagues.

Development of greater dialogue with school leaders through Principals seminar 2020. This will be jointly run by CES, School Principals and GIVE volunteers.

### Feedback from Comhlámh /External Auditor

Commentary on VSA progress on this indicator:

Fully attained

Substantially attained

Partially attained

Not attained



**PRINCIPLE 3:** Our organisation enables ongoing commitment to, understanding of, and engagement by volunteers in issues of global development through development education approaches.

#### Indicator:

**3.1 We support and enable volunteers to engage with global development issues, including issues of social justice and ecological sustainability before, during and after their placement.**

#### Assessment from VSA

**Please provide a brief description of how you are currently working to meet this indicator:**

Description: We provide 3 days of Pre-Departure training to all of our volunteers. Attendance is compulsory. Attendance lists are available if required. This includes the services of Comhlámh and other professionals with experience of volunteer needs. We hold weekly meetings during our stay in the Gambia, these provide a forum for volunteer discussion. We provide de-briefing training after our stay in Gambia.

Please indicate at what level you assess that this indicator has been attained at:

Fully attained     Substantially attained     Partially attained     Not attained



Please provide a list of evidence to reflect the above description. This evidence should be readily available by using the folder template provided and uploaded through Dropbox or Google Drive. There is a list of suggested evidence below:

Listing of evidence:

1. Invoice S. Neville, Child and Vulnerable Adult Safeguarding Training for volunteers
- 2) Comhlámh session during GIVE Debriefing meeting (Review Agenda 2019 incl Comhlámh)
- 3) Synthesis Evaluations of Pre-Departure Training
- 4)

Please describe any specific plans for progressing this indicator next year:

Description: Engage with Comhlámh for future training of volunteers. Continue to provide support as described above.

### Feedback from Comhlámh /External Auditor

Commentary on VSA progress on this indicator:

Fully attained     Substantially attained     Partially attained     Not attained



**VALUE: RESPECT**



**PRINCIPLE 4:** Our organisation accepts and values the diversity and individuality of volunteers and provides for their varying support needs.

**Indicators:**

**4.1 We do not discriminate, we take steps to prevent all forms of harassment and sexual harassment and bullying, and we make reasonable accommodation for people with disabilities. Our work reflects a commitment to promoting best practice in equality, inclusivity and diversity.**

**Assessment from VSA**

**Please provide a brief description of how you are currently working to meet this indicator:**

Description: Our projects are open to fully trained and experienced teachers from Primary, Secondary or University backgrounds. We do not discriminate on the grounds of religion, gender, age or disability. We have clear guidelines on volunteer responsibilities. We have policies in place for procedures in handling bullying and harassment.

**Please indicate at what level you assess that this indicator has been attained at:**

- Fully attained     Substantially attained     Partially attained     Not attained



**Please provide a list of evidence to reflect the above description. This evidence should be readily available by using the folder template provided and uploaded through Dropbox or Google Drive. There is a list of suggested evidence below:**

Listing of evidence:

- 1) Extract GIVE Handbook 2018 - Equality
- 2) Extract 2017 GIVE Handbook – Bullying etc.
- 3)
- 4)
- 5)

**Please describe any specific plans for progressing this indicator next year:**

Description: Maintain standards and ethos of the organisation.

## Feedback from Comhlámh /External Auditor

Commentary on VSA progress on this indicator:

Fully attained

Substantially attained

Partially attained

Not attained



4.2 We show a commitment to inclusion of all volunteers; encourage applications from potential volunteers from diverse backgrounds, experiences and circumstances; and provide supports and make reasonable adjustments as needed by this diversity of volunteers, including in-country support, within the means available.

### Assessment from VSA

Please provide a brief description of how you are currently working to meet this indicator:

Description: GIVE projects are all education-based. We seek fully qualified teachers to implement them. GIVE advertise in the national press and in teacher magazines. GIVE attended the Irish Aid volunteering Fair in Autumn 2018 and presented GIVE brochure to those who requested it.

Please indicate at what level you assess that this indicator has been attained at:

Fully attained

Substantially attained

Partially attained

Not attained



Please provide a list of evidence to reflect the above description. This evidence should be readily available by using the folder template provided and uploaded through Dropbox or Google Drive. There is a list of suggested evidence below:

Listing of evidence:

- 1) Commitment to Inclusivity
- 2) Irish Times advert 2019

- 3) InTouch magazine advert 2019 (encourage applications from serving teachers on career break)
- 4) GIVE brochure
- 5)

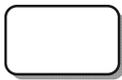
Please describe any specific plans for progressing this indicator next year:

Description:

### Feedback from Comhlámh /External Auditor

Commentary on VSA progress on this indicator:

- Fully attained     
  Substantially attained     
  Partially attained     
  Not attained



**PRINCIPLE 5:** Our organisation ensures respect between the people in our organisation and between the organisation (staff, volunteers, contracted or other personnel) and the local community and partners involved in its work.

#### Indicators:

5.1 We have, we communicate and we implement a code of conduct that ensures relationships between our organisation and local communities and partner organisations are characterised by respect for and accommodation of diversity, with a particular focus on anti-racism.

#### Assessment from VSA

Please provide a brief description of how you are currently working to meet this indicator:

Description: We communicate and implement a code of conduct ensuring mutual respect between GIVE, CES and Gambian teachers drawn from different ethnic groups within The Gambia and different religious cultures within The Gambia.

GIVE volunteer agreement form is fully explained at pre-departure meetings and volunteers commit to upholding the ethos of GIVE.

The Comhlamh Volunteer Charter is distributed to all of our volunteers also.

Please indicate at what level you assess that this indicator has been attained at:

Fully attained     Substantially attained     Partially attained     Not attained



Please provide a list of evidence to reflect the above description. This evidence should be readily available by using the folder template provided and uploaded through Dropbox or Google Drive. There is a list of suggested evidence below:

Listing of evidence:

- 1) GIVE Volunteer Agreement
- 2) Comhlamh Charter signed by each volunteer.
- 3)
- 4)
- 5)

Please describe any specific plans for progressing this indicator next year:

Description: Continue to maintain a high standard of conduct within volunteer group.

### Feedback from Comhlámh /External Auditor

Commentary on VSA progress on this indicator:

Fully attained      $\checkmark$  Substantially attained     Partially attained     Not attained



5.2 We have developed and implemented guidelines on good practice relating to messaging and imagery which ensure that the local community is portrayed accurately and not put at risk, sensationalised or stereotyped.

### Assessment from VSA

Please provide a brief description of how you are currently working to meet this indicator:

Description: GIVE have adopted the Dochas Code of Conduct on Images and Messaging. This is explained to our volunteers at Pre-Departure Training days. We are signatories to Dochas Code and it is endorsed by our Board of Directors. We have shared the Dochas Code with our local Gambian hosts and they are in agreement with its principles.

Please indicate at what level you assess that this indicator has been attained at:

Fully attained       Substantially attained       Partially attained       Not attained



Please provide a list of evidence to reflect the above description. This evidence should be readily available by using the folder template provided and uploaded through Dropbox or Google Drive. There is a list of suggested evidence below:

Listing of evidence:

- 1)Dochas Code of Conduct on Images and Messaging.
- 2) GIVE Handbook extract on use of camera.
- 3)
- 4)
- 5)

Please describe any specific plans for progressing this indicator next year:

Description: Maintain good practice in this area.

### Feedback from Comhlámh /External Auditor

Commentary on VSA progress on this indicator:

Fully attained

Substantially attained

Partially attained

Not attained



**PRINCIPLE 6:** Our organisation brings an understanding of diversity to bear in planning and implementing its programmes and projects that responds to the different identities of people within the local community and operates in a manner that is sensitive to and takes account of this diversity.

### Indicators:

**6.1** We ensure that our programmes and projects are based on an analysis of the diverse identities of people within the target community and take account of their specific needs in benefitting all members of the target community.

### Assessment from VSA

Please provide a brief description of how you are currently working to meet this indicator:

Description: Our programmes reflect knowledge of diverse identities. Pupils and teachers in Gambian schools come from many different local cultures. Each culture has its own language and traditions. Several of our volunteers have TEFL training, a useful qualification when working with people whose first language is not English.

Our target community in The Gambia is made up of teachers who have already been gone through the CES selection process, application, interview etc in order to work in CES schools. The CES shows no discrimination on grounds of gender, ethnicity, religion, disability etc. in selection of teachers.

Please indicate at what level you assess that this indicator has been attained at:

Fully attained

Substantially attained

Partially attained

Not attained



Please provide a list of evidence to reflect the above description. This evidence should be readily available by using the folder template provided and uploaded through Dropbox or Google Drive. There is a list of suggested evidence below:

Listing of evidence:

- 1) List of attendees at one workshop (different religious beliefs)
- 2) Common sounds doc. (recognising needs of local teachers in teaching letter sounds at Primary/Lower Basic level.)
- 3) Photo teacher holding Common Sounds chart (on fabric)
- 4)
- 5)

**Please describe any specific plans for progressing this indicator next year:**

Description: Monitoring and evaluation of our projects on an on-going basis.

### Feedback from Comhlámh /External Auditor

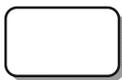
Commentary on VSA progress on this indicator:

Fully attained

Substantially attained

Partially attained

Not attained



## VALUE: SOCIAL JUSTICE



**PRINCIPLE 7:** Our organisation pursues programmes and projects that seek to address the root causes of injustice, poverty and inequality.

### Indicators:

**7.1** We have a commitment to social justice at home and abroad and an understanding of social justice as a global and interconnected issue.

### Assessment from VSA

**Please provide a brief description of how you are currently working to meet this indicator:**

Description: GIVE is committed to providing capacity building to Gambian teachers through the support of the CES. Our mission statement reflects a commitment to the broad social justice agenda and addressing the issues of injustice, poverty, inequality and the root causes of these.

GIVE provides pre-departure training to volunteers which includes an interactive session with experienced Comhlamh facilitators on issues relating to social justice. Returning volunteers have attended several of these sessions. GIVE provides a debriefing session after completion of our programmes and volunteers are aware that Comhlamh also provides debriefing.

**Please indicate at what level you assess that this indicator has been attained at:**

- Fully attained       Substantially attained       Partially attained       Not attained



**Please provide a list of evidence to reflect the above description. This evidence should be readily available by using the folder template provided and uploaded through Dropbox or Google Drive. There is a list of suggested evidence below:**

Listing of evidence:

- 1)GIVE Mission Statement
- 2)Synthesis of Evaluations 2017 (evidence of continuing support to our volunteers on global issues.)
- 3)email to volunteer unable to attend debriefing
- 4)
- 5)

**Please describe any specific plans for progressing this indicator next year:**

Description: GIVE will maintain strong links with CES in The Gambia, ensuring partnership and dialogue with our Gambian colleagues contributes to further development in education.

GIVE will continue to engage in training with Comhlamh on issues relating to social justice.

**Feedback from Comhlámh /External Auditor**

Commentary on VSA progress on this indicator:

- Fully attained       Substantially attained       Partially attained       Not attained
-                   

**7.2 Our programmes and projects, as part of our goals, address issues of injustice, poverty and inequality and the root causes of these.**

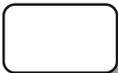
**Assessment from VSA**

**Please provide a brief description of how you are currently working to meet this indicator:**

Description: Our programmes and projects are based on the syllabus of The Gambian Ministry of Education.

Access to education provides a means for communities to break the cycle of poverty. We use locally sourced low-cost/ no-cost materials for our workshops where possible. We support classroom teachers to engage in active-learning activities which are manageable in large class situations. We support teachers in planning, preparation and reflection regarding their classroom work.

**Please indicate at what level you assess that this indicator has been attained at:**

- Fully attained       Substantially attained       Partially attained       Not attained
-                   

**Please provide a list of evidence to reflect the above description. This evidence should be readily available by using the folder template provided and uploaded through Dropbox or Google Drive. There is a list of suggested evidence below:**

- Listing of evidence:

  - 1) Skill Centre, teaching strategies
  - 2) 2019 Lower Basic Timetable
  - 3) Draft LB 2019 and Nursery suggestion
  - 4) Teacher Self-Reflection sheet
  - 5) Photo of Lower Basic teachers' workshop
  - 6) Photo of Lower Basic teacher's workshop

Please describe any specific plans for progressing this indicator next year:

Description:

### Feedback from Comhlámh /External Auditor

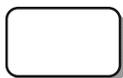
Commentary on VSA progress on this indicator:

Fully attained

Substantially attained

Partially attained

Not attained



## VALUE: ECOLOGICAL SUSTAINABILITY



**PRINCIPLE 8:** Our organisation acts to ensure a positive relationship between its work and the world it seeks to sustain, to enable sustainable action by and resilience within local communities and partners, and to support volunteer roles that take account of their impact on the natural world and minimise any negative impact.

### Indicators:

**8.1 Our programmes and projects are based on an analysis of the challenge of ecological sustainability and are tested at design and review stages for their impact on ecological sustainability.**

### Assessment from VSA

Please provide a brief description of how you are currently working to meet this indicator:

Description: We have discussed this issue as a VSA group for the first time at the planning stage for 2020 projects.

We invited Sive Bresnihan, Dev. Ed. Officer, Comhlámh, to present session on ecological sustainability. Discussion was facilitated and feedback was taken on the day.

Verbal agreement was reached that volunteers will use eco-friendly water containers, will reduce personal waste at home as well as when in Gambia.

GIVE documents such as Handbook, policies and agendas were circulated by email with the suggestion that volunteers do not print them but read these and store these digitally, reducing wastage of ink, paper.

Please indicate at what level you assess that this indicator has been attained at:

Fully attained     Substantially attained     Partially attained     Not attained



Please provide a list of evidence to reflect the above description. This evidence should be readily available by using the folder template provided and uploaded through Dropbox or Google Drive. There is a list of suggested evidence below:

Listing of evidence:

- 1) email re GIVE Training, invite Sive Bresnihan, Eco Sustainability
- 2) Brief Notes; Training provided for volunteers (outcome; verbal agreements as in Brief notes))
- 3) Further Evidence under 8.1 to be developed in 2019/2020
- 5)

Please describe any specific plans for progressing this indicator next year:

Description: Appoint volunteer to monitor and evaluate progress on GIVE team carbon footprint impact.

### Feedback from Comhlámh /External Auditor

Commentary on VSA progress on this indicator:

Fully attained     Substantially attained     Partially attained     Not attained



**8.2 Our processes and manner of operating are planned and implemented to take account of their impact on the natural world and minimise any negative impact.**

**Assessment from VSA**

**Please provide a brief description of how you are currently working to meet this indicator:**

Description: GIVE as an organisation are becoming increasingly aware of the need for minimising any impact on the natural world. We are beginning to develop training and implementation of policies.

**Please indicate at what level you assess that this indicator has been attained at:**

- Fully attained       Substantially attained       Partially attained       Not attained



**Please provide a list of evidence to reflect the above description. This evidence should be readily available by using the folder template provided and uploaded through Dropbox or Google Drive. There is a list of suggested evidence below:**

Listing of evidence:

- 1)Photo; Use of fabric for classroom charts (washable and long life)
- 2)Photo: use of low-cost locally available materials for classroom resources
- 3)
- 4)
- 5)

**Please describe any specific plans for progressing this indicator next year:**

Description: Topic To be discussed with volunteers during our project work in the coming year.

**Feedback from Comhlámh /External Auditor**

Commentary on VSA progress on this indicator:

Fully attained       Substantially attained       Partially attained       Not attained



## VALUE: INTEGRITY



**PRINCIPLE 9:** Our organisation ensures honesty and transparency in its work, enables quality in its programmes, implements appropriate volunteer recruitment procedures, and ensures an accountability to local communities and partners, the general public and donors, and members, staff and volunteers.

### Indicators:

9.1 We provide fair and balanced information about our organisation.

### Assessment from VSA

Please provide a brief description of how you are currently working to meet this indicator:

Description: GIVE has a website describing our work and our organization. (This is currently undergoing an update, due for completion january )

Volunteers can discuss our work with past volunteers at meetings.

The GIVE Handbook provides detailed information on our ethos, policies and practises.

The GIVE Brochure gives a general information on our organization.

Please indicate at what level you assess that this indicator has been attained at:

Fully attained       Substantially attained       Partially attained       Not attained



Please provide a list of evidence to reflect the above description. This evidence should be readily available by using the folder template provided and uploaded through Dropbox or Google Drive. There is a list of suggested evidence below:

Listing of evidence:

- 1)GIVE website <http://www.giveireland.ie>
- 2)GIVE brochure
- 3)GIVE Handbook
- 4)Information for volunteers with new enquiries
- 5)

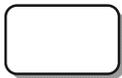
**Please describe any specific plans for progressing this indicator next year:**

Description:

### Feedback from Comhlámh /External Auditor

Commentary on VSA progress on this indicator:

Fully attained       Substantially attained       Partially attained       Not attained



**9.2 We provide fair and balanced information about placements we offer, including clear volunteer role description and skills requirements, and we are realistic about what the placement may achieve.**

### Assessment from VSA

**Please provide a brief description of how you are currently working to meet this indicator:**

Description: GIVE Reports 2019 details specific Volunteer roles and placements on programs. It outlines our realistic expectations and goals achieved.

Our Predeparture Training Days include in its agenda Returning Volunteers giving testimonies to the new recruits.

Letter to Associates and to returning Volunteers, from our Database, is compliant with GDPR.

**Please indicate at what level you assess that this indicator has been attained at:**

Fully attained     Substantially attained     Partially attained     Not attained



**Please provide a list of evidence to reflect the above description. This evidence should be readily available by using the folder template provided and uploaded through Dropbox or Google Drive. There is a list of suggested evidence below:**

Listing of evidence:

- 1)GIVE Report 2019
2. GIVE agenda for Predeparture Training Days (2018 prep for 2019)
- 3.Email to Associates
4. Email Expression of Interest
- 5)

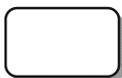
**Please describe any specific plans for progressing this indicator next year:**

Description:

### **Feedback from Comhlámh /External Auditor**

Commentary on VSA progress on this indicator:

Fully attained     Substantially attained     Partially attained     Not attained



### **9.3 We are committed to good governance and implement high standards in this regard.**

#### **Assessment from VSA**

**Please provide a brief description of how you are currently working to meet this indicator:**

Description: GIVE Governance structure is described in the Memorandum and Articles of Association in accordance with company Law. GIVE is a registered charity (CHY20100). It is also a registered company (499076).

Our GIVE Handbook describes our Governance Structures which covers Functions and Membership of the Board. It also includes many different policies guiding the implementation of the high standards that The GIVE Organization strive to attain. The GIVE yearly report reflects our good governance in preparing our

programs in liaison with our Catholic Education Secretariat (CES), delivering those programs in the Gambia and ultimately analysing the results considering further improvements for future projects. The GIVE yearly Report, on project work in The Gambia, is disseminated to all board Members, to CES and Volunteers and it is accessible on our website.

GIVE is a co-signatory of the Comhlámh Code of Good Practice for Voluntary Sending Agencies and has achieved the Core Indicator Award Status.

**Please indicate at what level you assess that this indicator has been attained at:**

Fully attained     Substantially attained     Partially attained     Not attained



**Please provide a list of evidence to reflect the above description. This evidence should be readily available by using the folder template provided and uploaded through Dropbox or Google Drive. There is a list of suggested evidence below:**

Listing of evidence:

- 1) GIVE Constitution and Memorandum of Associates
- 2) GIVE Handbook
- 3) GIVE report 2019

**Please describe any specific plans for progressing this indicator next year:**

Description:

### **Feedback from Comhlámh /External Auditor**

Commentary on VSA progress on this indicator:

Fully attained     Substantially attained     Partially attained     Not attained



**9.4 We implement a volunteer policy that sets out clear procedures for recruitment, induction, support, appraisal, addressing grievances and disciplinary matters.**

**Assessment from VSA**

**Please provide a brief description of how you are currently working to meet this indicator:**

Description: GIVE sets out clear procedures for recruitment which are compliant with Irish Equality Legislation. Applicants will be considered on the grounds of qualification, experience, skills, ability to work as a team and suitability to perform in a challenging environment. Those interviewing the new Volunteers are selected for their experience as principals with interviewing skills.

The GIVE handbook, GIVE Brochure, Introductory Letter, Application form collectively explain our policies on Induction, Appraisal, Support, Grievances and disciplinary matters. All Volunteers attend predeparture training days and sign the Comhlamh Volunteer Charter before travelling.

Our Management team has continued to upskill and attend courses and conferences delivered by Comhlamh.

**Please indicate at what level you assess that this indicator has been attained at:**

- Fully attained       Substantially attained       Partially attained       Not attained



**Please provide a list of evidence to reflect the above description. This evidence should be readily available by using the folder template provided and uploaded through Dropbox or Google Drive. There is a list of suggested evidence below:**

Listing of evidence:

- 1)GIVE Volunteer enquiry Application form
- 2)Introduction Letter of enquiries
- 3)Interview Questions 2108
- 4) Guidelines for Volunteer Induction Preparation

**Please describe any specific plans for progressing this indicator next year:**

Description: Continue to inform volunteers of requirements and keep up to date with best practice in recruiting.

### Feedback from Comhlámh /External Auditor

Commentary on VSA progress on this indicator:

Fully attained

Substantially attained

Partially attained

Not attained



### 9.5 We are committed to good practice in raising funds.

#### Assessment from VSA

Please provide a brief description of how you are currently working to meet this indicator:

Description: Give's core funding is derived from contributions made directly by volunteers who pay all the costs associated with their travel, accommodation and insurance. Sometimes it receives additional funding from the Irish National Teachers Association Development Fund, the Retired Teachers of Ireland and from individual donations made by friends and volunteers themselves.

Give has adopted a Fundraising Policy which follows the guidelines of the Irish Charity Regulator. It adheres strictly to its tenets of Respect, Honesty, Integrity, Transparency and Accountability.

Please indicate at what level you assess that this indicator has been attained at:

Fully attained

Substantially attained

Partially attained

Not attained



Please provide a list of evidence to reflect the above description. This evidence should be readily available by using the folder template provided and uploaded through Dropbox or Google Drive. There is a list of suggested evidence below:

Listing of evidence:

1) Give Fundraising Policy.

2)Letter to INTO Solidarity Fund

Please describe any specific plans for progressing this indicator next year:

Description:

### Feedback from Comhlámh /External Auditor

Commentary on VSA progress on this indicator:

Fully attained

Substantially attained

Partially attained

Not attained



9.6 We undertake regular monitoring and evaluation of our programmes and volunteer placements, jointly with local communities and partners and with volunteers, and use feedback from these processes to inform annual planning and programme revision.

### Assessment from VSA

Please provide a brief description of how you are currently working to meet this indicator:

Description All parties have a say in designing the programme. Continuous meetings, emails and telephone conversations with our local partners lead to agreement on different educational programs, volunteer and local placements, program of events, costings and time allocation for each of these events.

GIVE regularly monitors, reviews and evaluates the feedback from all parties, local communities, volunteers, the CES, for the previous year's programmes- This is achieved through Predeparture Training Days, Debriefing Days, weekly filled out evaluation templates while on placement, both from the Volunteers and local partners and GIVE yearly Reports on each programme completed. Future Annual Programmes are based on such analysis, evaluation and review.

Please indicate at what level you assess that this indicator has been attained at:

Fully attained

Substantially attained

Partially attained

Not attained



**Please provide a list of evidence to reflect the above description. This evidence should be readily available by using the folder template provided and uploaded through Dropbox or Google Drive. There is a list of suggested evidence below:**

Listing of evidence:

- 1)Predeparture Training Days Agenda. (2018 prep for 2019 projects)
- 2)GIVE Report which includes feedback comments from all parties concerned.
- 3)Evaluation Templates and Questionnaires
- 4)Review meeting 2019

**Please describe any specific plans for progressing this indicator next year:**

Description:

### Feedback from Comhlámh /External Auditor

Commentary on VSA progress on this indicator:

Fully attained

Substantially attained

Partially attained

Not attained



**9.7 We conduct operational debriefing at the end of volunteer placements to inform future programme development.**

### Assessment from VSA

**Please provide a brief description of how you are currently working to meet this indicator:**

Description: A formal Debriefing Meeting, which is mandatory for all our volunteers, is held after our return from the Gambia. Our agenda confirms that Comhlamh conducted this debriefing. Following a critical review

of all the reports, the recommendations of the group are considered in the development of next year's program.

Please indicate at what level you assess that this indicator has been attained at:

- Fully attained     Substantially attained     Partially attained     Not attained



Please provide a list of evidence to reflect the above description. This evidence should be readily available by using the folder template provided and uploaded through Dropbox or Google Drive. There is a list of suggested evidence below:

Listing of evidence:

- 1) Debriefing Meeting Agenda.
- 2) Extract Give Handbook: Volunteer Policy on operational debriefing.

Please describe any specific plans for progressing this indicator next year:

Description:

### Feedback from Comhlámh /External Auditor

Commentary on VSA progress on this indicator:

- Fully attained     Substantially attained     Partially attained     Not attained





**PRINCIPLE 10:** Our organisation takes steps to ensure the protection, safety and well-being of volunteers and to underpin their informed commitment to, understanding of and engagement in their role.

### Indicators:

**10.1 We provide mandatory comprehensive preparation, training and induction to volunteers, utilizing appropriately skilled, qualified and experienced personnel.**

### Assessment from VSA

**Please provide a brief description of how you are currently working to meet this indicator:**

Description: GIVE provides mandatory predeparture Induction and Training Days for all volunteers as well as a group Debriefing Day following our trip to the Gambia. (see Guidelines for Volunteer Preparation)

Professional and experienced personnel provide training on procedures and policies including Safeguarding, Code of Conduct, use of Images and messages, Health and Safety and Security.

Comhlahm has provided training in areas such as Intercultural Awareness and Power Differentials.

Sandra Neville (Misean Cara) facilitated a session on Child protection and Safety, 2018.

Trained personnel assisted volunteers with NVB forms at pre departure training days 2018.

**Please indicate at what level you assess that this indicator has been attained at:**

- Fully attained       Substantially attained       Partially attained       Not attained



**Please provide a list of evidence to reflect the above description. This evidence should be readily available by using the folder template provided and uploaded through Dropbox or Google Drive. There is a list of suggested evidence below:**

Listing of evidence:

- 1)Predeparture Training Days Agenda
- 2)Guidelines for Volunteer Preparation Induction
- 3)Comhlahm's Volunteer Charter
- 4)S. Neville Invoice Child Safeguarding

**Please describe any specific plans for progressing this indicator next year:**

Description: Maintain a high standard in training of volunteers.

## Feedback from Comhlámh /External Auditor

Commentary on VSA progress on this indicator:

Fully attained

Substantially attained

Partially attained

Not attained



**10.2 We offer volunteers additional information about volunteering, including its context of global development and its role in relation to social justice and ecological sustainability.**

### Assessment from VSA

Please provide a brief description of how you are currently working to meet this indicator:

Description: GIVE has updated its website where it shows links to the Comhlámh website, Support and Services Section, trainings and Volunteer Charter. *(New website to be available mid-January 2020)*

Members of the committee have received training from Comhlámh on Global Development and ecological sustainability.

Our Predeparture Training days for our volunteers include workshops from Comhlámh on Global Development. Its presenters tease out our roles in relation to social justice and ecological sustainability.

In our workshops in the Gambia we show our Gambian colleagues how to make and use simple resources from local materials that can be used in the classroom.

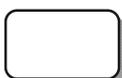
Please indicate at what level you assess that this indicator has been attained at:

Fully attained

Substantially attained

Partially attained

Not attained



Please provide a list of evidence to reflect the above description. This evidence should be readily available by using the folder template provided and uploaded through Dropbox or Google Drive. There is a list of suggested evidence below:

Listing of evidence:

- 1) Statement re; [www.giveireland.ie](http://www.giveireland.ie)
- 2) note re information to volunteers re Eco Sustainability
- 3) Attendance at Comhlámh's workshop on Global Development
- 4) photo Maths Lesson (sustainable materials)
- 5)

**Please describe any specific plans for progressing this indicator next year:**

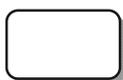
Description: Include reference to Services offered by Comhlámh in next Newsletter.

Encourage our volunteers to use the links to Comhlámh websites, supports and organisations. Pre departure training for 2020 will include a module on ecological sustainability.

**Feedback from Comhlámh /External Auditor**

Commentary on VSA progress on this indicator:

- Fully attained     
  Substantially attained     
  Partially attained     
  Not attained



**10.3 We have systems in place to support volunteer well-being during pre-departure training, their placement and on their return.**

**Assessment from VSA**

**Please provide a brief description of how you are currently working to meet this indicator:**

Description: The aim of the Predeparture training Days is to inform the Volunteers on all aspects of their trip to the Gambia, to prepare them to cope with the everyday occurrences, the programs they will undertake, travel arrangements, health and safety issues.

While on placement all volunteers are supported by their colleagues, socially, academically and professionally. Inclusivity is part of our team support network. We have weekly meetings where the volunteer can raise any issue and there is always a member of the committee on hand to help. We have access to excellent medical advice while in the Gambia.

Comhlámh is always part of our debriefing day, where they offer advice on variety of follow up support and services..

Please indicate at what level you assess that this indicator has been attained at:

Fully attained     Substantially attained     Partially attained     Not attained



Please provide a list of evidence to reflect the above description. This evidence should be readily available by using the folder template provided and uploaded through Dropbox or Google Drive. There is a list of suggested evidence below:

Listing of evidence:

- 1) Health and Critical incident document
- 2) Support for Volunteers extract 2018/19 GIVE Handbook
- 3) PPT Review Meeting 2019

Please describe any specific plans for progressing this indicator next year:

Description: Continue to maintain standards as above.

### Feedback from Comhlámh /External Auditor

Commentary on VSA progress on this indicator:

Fully attained     Substantially attained     Partially attained     Not attained



10.4 We ensure that all volunteers are offered appropriate one to one and/or group personal debriefing at the end of their placement.

### Assessment from VSA

Please provide a brief description of how you are currently working to meet this indicator:

Description: GIVE provides a group debriefing session on return from the Gambia.

Those who cannot attend are advised of Comhlámh's one to one debriefing session. Comhlámh presents this session in a safe environment where volunteers feel supported to talk openly of their experiences.

Please indicate at what level you assess that this indicator has been attained at:

Fully attained     Substantially attained     Partially attained     Not attained



Please provide a list of evidence to reflect the above description. This evidence should be readily available by using the folder template provided and uploaded through Dropbox or Google Drive. There is a list of suggested evidence below:

Listing of evidence:

- 1)email re GIVE evaluation and Debriefing day
- 2)Statement re; Attendance at Debriefing Day.

Please describe any specific plans for progressing this indicator next year:

Description:

Continue to support our volunteers after their return from projects.

### Feedback from Comhlámh /External Auditor

Commentary on VSA progress on this indicator:

Fully attained     Substantially attained     Partially attained     Not attained



10.5 We have systems in place for the protection and safety of volunteers.

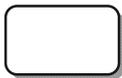
**Assessment from VSA**

**Please provide a brief description of how you are currently working to meet this indicator:**

Description: Volunteer data is stored in compliance with our GDPR policy and personal information is encrypted.  
GIVE prioritises the Health and safety of all our volunteers while in the Gambia.  
GIVE runs sessions on health, safety and security, local transport, during the Predeparture training days and looks after all travel arrangements and insurance while on placement.  
The team leader has all emergency contact numbers for all eventualities while in the Gambia.

**Please indicate at what level you assess that this indicator has been attained at:**

- Fully attained       Substantially attained       Partially attained       Not attained



**Please provide a list of evidence to reflect the above description. This evidence should be readily available by using the folder template provided and uploaded through Dropbox or Google Drive. There is a list of suggested evidence below:**

Listing of evidence:  
1) Policy on GDPR compliance  
2). Statement re Travel Arrangements. Insurance.  
3) GIVE Handbook: ref extract Support for Volunteers (as per folder 10.3)  
4)Updated Health and Critical Incidents procedures (as per folder 10.3)

**Please describe any specific plans for progressing this indicator next year:**

Description: Continue to maintain systems for the safety of our volunteers.

**Feedback from Comhlámh /External Auditor**

Commentary on VSA progress on this indicator:

- Fully attained       Substantially attained       Partially attained       Not attained
-                   

**10.6 We recognise volunteers' contributions and provide volunteers with a certificate, statement of service, or a reference letter upon request on completion of the programme.**

### Assessment from VSA

**Please provide a brief description of how you are currently working to meet this indicator:**

Description: GIVE recognises the wonderful contribution of all the Volunteers in each year's Annual Report, and in the Newsletter.

Many volunteers are retired and do not require a statement of service or reference letter. However, this can be made available if needed as dates of all placements are recorded.

It also places its reports and newsletters on its website. The report states "GIVE is deeply indebted to all its volunteers for all their contribution to its mission."

**Please indicate at what level you assess that this indicator has been attained at:**

- Fully attained       Substantially attained       Partially attained       Not attained
-                   

**Please provide a list of evidence to reflect the above description. This evidence should be readily available by using the folder template provided and uploaded through Dropbox or Google Drive. There is a list of suggested evidence below:**

Listing of evidence:

- 1)The 2019 Annual Report.
- 2)Newsletter.
- 3) reference; website [www.giveireland.ie](http://www.giveireland.ie)
- 4)
- 5)

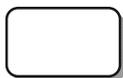
Please describe any specific plans for progressing this indicator next year:

Description:

### Feedback from Comhlámh /External Auditor

Commentary on VSA progress on this indicator:

Fully attained       Substantially attained       Partially attained       Not attained



**PRINCIPLE 11:** Our organisation takes steps to prohibit, prevent, and address inappropriate behaviour by staff, volunteers, contracted or other personnel, in relation to children, vulnerable adults and the local community.

#### Indicators:

**11.1 We have comprehensive safeguarding guidelines, systems, and disciplinary procedures in place to prevent and address inappropriate behaviour of staff, volunteers, contracted or other personnel towards:**

**1) each other 2) the local community 3) vulnerable adults and 4) children**

#### Assessment from VSA

Please provide a brief description of how you are currently working to meet this indicator:

Description: GIVE has a comprehensive updated Child Safeguarding Policy which has systems and procedures in place to prevent and address inappropriate behaviour of staff and volunteers. This policy covers inappropriate behaviour towards each other, the local community, vulnerable adults and children. This policy reflects international best practice standards.

In its promotional materials and in its recruitment documentation, GIVE outlines its commitment to child safeguarding. Volunteers are subject to Garda Vetting and reference checks. ref; Volunteer Application Form,

A key module in our training each year is Child Safeguarding. Sandra Neville presented a workshop at one of our Predeparture Training Days, which addressed best practice in child Safety.

GIVE personnel must sign an agreement and abide by GIVEs comprehensive Code of Conduct.

All volunteers are obliged to report if they have any concerns regarding inappropriate behaviour. Michael Griffin is our Designated Liaison Person and there are clear instructions on the steps to be followed.

At the end of our Child Safeguarding Policy is a Risk Assessment document.

**Please indicate at what level you assess that this indicator has been attained at:**

Fully attained       Substantially attained       Partially attained       Not attained



**Please provide a list of evidence to reflect the above description. This evidence should be readily available by using the folder template provided and uploaded through Dropbox or Google Drive. There is a list of suggested evidence below:**

Listing of evidence:

- 1)GIVE Child Safeguarding Policy (incl. Risk Analysis).
- 2)Volunteer Application Form
3. NVB form Garda Vetting
- 4)Comhlámh training course DLP, Michael Griffin, (attendance April 2019)

**Please describe any specific plans for progressing this indicator next year:**

Description: We are at present in consultation with the Gambian authorities in the CES to collaborate on a Child Safe Guarding Policy. Volunteers will continue to receive training in Child Safeguarding.

### **Feedback from Comhlámh /External Auditor**

Commentary on VSA progress on this indicator:

Fully attained       Substantially attained       Partially attained       Not attained



**11.2 We engage with and support local partners with regard to issues of safeguarding children, vulnerable adults and the local community to ensure common systems, mutual learning and development of good practice.**

**Assessment from VSA**

**Please provide a brief description of how you are currently working to meet this indicator:**

Description: We have updated our own Child Safeguarding Policy this year and have studied carefully the CES document Child Protection in the Gambia.

Three members of the GIVE committee went to the Gambia in October. Issues on child protection were discussed as part of GIVEs plan for January /February 2020. Further discussions on the topic of child safety are planned for January. We are collaborating on a joint policy on Child and Vulnerable Adult Protection.

Resulting from these discussions, we have planned to do a module on Positive Behaviour with the Principals and with the trained teachers in Lower Basic 1 and 2 in January 2020.

**Please indicate at what level you assess that this indicator has been attained at:**

- Fully attained       Substantially attained       Partially attained       Not attained



**Please provide a list of evidence to reflect the above description. This evidence should be readily available by using the folder template provided and uploaded through Dropbox or Google Drive. There is a list of suggested evidence below:**

Listing of evidence:

- 1) Extract overall report Oct Visit 2019 incl. Agenda for meetings with Mr. Gibba, Gambia from October 7th-11<sup>th</sup>.
- 2). pdf Meeting in CES 7<sup>th</sup> October 2019
- 3) GIVE Child Protection Policy
- 4)Child Protection Policy the Gambia.
- 5) Childrens Act Gambia 2005

**Please describe any specific plans for progressing this indicator next year:**

Description: Ongoing discussions and review of CES and GIVE Safeguarding Policies will continue in January 2020.

### Feedback from Comhlámh /External Auditor

Commentary on VSA progress on this indicator:

Fully attained       Substantially attained       Partially attained       Not attained



**PRINCIPLE 12:** Our organisation is committed to child-safe volunteering.

**12.1** If working with orphanages/institutions for children, we only send skilled volunteers in a capacity-building role to support de-institutionalisation. These skilled volunteers have the relevant expertise to support de-institutionalisation strategies and processes and if direct work with children is planned, are trained to work with vulnerable and traumatised children.

### Assessment from VSA

Please provide a brief description of how you are currently working to meet this indicator:

Description: GIVE is not engaged with orphanages or institutions for children in the Gambia. In pursuit of the GIVE mission, volunteers work in close partnership with teachers and students in a variety of learning communities but does not support institutionalization of children.

Please indicate at what level you assess that this indicator has been attained at:

Fully attained       Substantially attained       Partially attained       Not attained



Please provide a list of evidence to reflect the above description. This evidence should be readily available by using the folder template provided and uploaded through Dropbox or Google Drive. There is a list of suggested evidence below:

Listing of evidence:

1)statement re Orphanages

Please describe any specific plans for progressing this indicator next year:

Description: not applicable

### Feedback from Comhlámh /External Auditor

Commentary on VSA progress on this indicator:

Fully attained     Substantially attained     Partially attained     Not attained



12.2 If working with orphanages/institutions for children we support the development of sustainable and responsible de-institutionalisation strategies and structures, which work to safeguard each child's best interests and/or develop and implement a withdrawal plan to phase out from this work.

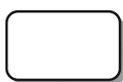
### Assessment from VSA

Please provide a brief description of how you are currently working to meet this indicator:

Description: GIVE is not engaged with orphanages or institutions for children in the Gambia.

Please indicate at what level you assess that this indicator has been attained at:

Fully attained     Substantially attained     Partially attained     Not attained



Please provide a list of evidence to reflect the above description. This evidence should be readily available by using the folder template provided and uploaded through Dropbox or Google Drive. There is a list of suggested evidence below:

Listing of evidence:

1)statement re Orphanages

Please describe any specific plans for progressing this indicator next year:

Description:

### Feedback from Comhlámh /External Auditor

Commentary on VSA progress on this indicator:

Fully attained

Substantially attained

Partially attained

Not attained



**PRINCIPLE 13:** Our organisation brings an understanding of diversity to bear in planning and implementing its programmes and projects that responds to the different identities of people within the local community and operates in a manner that is sensitive to and takes account of this diversity.

### Indicators:

**13.1** Our strategic and action plans and programmes, our internal policies and procedures, and our communications and materials clearly reflect our values and our commitment to solidarity, respect, integrity, social justice and ecological sustainability.

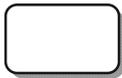
### Assessment from VSA

Please provide a brief description of how you are currently working to meet this indicator:

Description: GIVE working through its Board of Directors, through its volunteers is committed to values of solidarity, respect, integrity, social justice, and ecological sustainability. Our written policies, our Handbook and our working practice with CES and with the local community of teachers and students in The Gambia reflect our values.

Please indicate at what level you assess that this indicator has been attained at:

Fully attained       Substantially attained       Partially attained       Not attained



Please provide a list of evidence to reflect the above description. This evidence should be readily available by using the folder template provided and uploaded through Dropbox or Google Drive. There is a list of suggested evidence below:

Listing of evidence:

- 1)
- 2)
- 3)
- 4)
- 5)

Please describe any specific plans for progressing this indicator next year:

Description:

### Feedback from Comhlámh /External Auditor

Commentary on VSA progress on this indicator:

Fully attained



Substantially attained



Partially attained



Not attained

