

# Humanitarian Play Lab Standard Operation Manual

(For internal use only)

## What is Humanitarian Play Lab?

The Humanitarian Play Lab is a play-based model designed for children aged 0-6 years who were driven out of Myanmar. The model advocates and promotes early childhood development, child protection, and psychosocial support while preserving children's own traditional and cultural values.

## Humanitarian Play Lab- Implementation

This model is applicable for children aged 0-2 years, 2-4 years, and 4-6 years. However, the Humanitarian Play Lab model will be managed in two ways. 1. Home Based 2. Center Based.

### 1. Home Based

The Home Based HPL model will be implemented for mothers of children aged 0-2 years. The program will be conducted in the designated homes of the Rohingya community. For each Home Based there will be a group of 6-8 mothers and their children (mothers of children aged 46 days up to 2 years). A session of one hour per week will be conducted for each group. However, one-to-one sessions for 7-9 months pregnant mothers and 0-45-day old children will be conducted at their respective homes. All types of session will be conducted by the Paracounsellors. However, Mother Volunteers will assist the Paracounsellors during the sessions.

#### a. Home Based HPL implementation process

It will be led by a mother who would be selected from the Rohingya community known as a Mother Volunteer. A Mother Volunteer will lead 3 groups. In addition, a Paracounsellor will be hired from the local community to provide PA and administrative support to Mother Volunteers. In this case, one PA and one Paracounsellor will provide assistance to 5 Mother Volunteers. Similarly, there will be POs to assist PA and Paracounsellors. One PO will assist 2 PAs and 2 Paracounsellors. All the staff in the implementation of home based HPL must be women.

#### b. Internal environment of the home

The following factors are considered before choosing a home:

- The layout of the home that can accommodate 10-12 mothers and their children who can sit together
- House occupant's consent should be taken in regards to the need for decorating and making it suitable for the sessions
- The surrounding environment must be clean and tidy
- The floor should be flat and even
- There should be sufficient light and ventilation

### **c. Selection and preliminary qualifications of Mother Volunteers**

The mother volunteers should have the following basic qualifications:

- Must be a woman from the Rohingya community and married
- Educational qualification must be at least third grade
- Age must be between 20-50
- Must be keen to work with married women and children
- Must show interest in receiving training
- Must go to door-to-door for inspection
- Should have the mentality to work 4 days a week
- Should abide by the rules and regulations set by the office

### **d. Work of a Mother Volunteer**

- To identify a house for conducting sessions
- To identify the mothers of children aged 45 days to 2-year-olds
- To identify pregnant mothers
- Preparing the sessions
- Holding one-to-one sessions for pregnant mothers and for mothers of 0–45-day old babies
- To hold follow up sessions at least once a week with all the enlisted mothers
- To refer them to the Paracounsellors for psychosocial support if needed
- Participating in all types of training

### **e. Work of Paracounsellors (Home Based)**

- To conduct sessions for the mothers of children aged 46 days to 2-year-olds once a week
- Conduct one-on-one session once for 7-9 months pregnant mothers and mothers of 0–45-day old children at home
- To provide mental support to 0–2-year-old children and their mothers and to refer them if required
- To participate in all types of meetings, workshops and trainings
- To create, send and save reports

### **f. Work of PA (Home Based)**

- To assist in selecting suitable home for conducting sessions
- To take necessary steps for decorating the house
- To follow up on the work of Volunteers
- To visit the homes of enlisted mothers at least once a month with Mother Volunteers
- To participate in all types of meetings, workshops and trainings

- To determine the need for all types of materials
- Communicating regularly with the community
- Sharing information with relevant authorities
- To look for Mother Volunteers and collect their initial information
- To create, send and save reports

**g. Work of PO (Home Based)**

- To select houses
- Collecting and distributing of all kinds of materials including house decoration materials
- To follow up on the work of P.A., Paracounsellors and Mother Volunteers
- To determine the need for all types of materials
- Communicating regularly with the community
- To establish communication with different organizations (GOs and NGOs)
- Sharing information with relevant authorities
- To create, send and save reports
- Preliminary selection of Mother Volunteers
- Take necessary steps to honor Mother Volunteers
- To conduct meetings with PA and Paracounsellors on work progress and interventions
- To collect the reports from PA and Paracounsellors and send it to the Manager

## 2. Center Based HPL

The center based HPL model will be implemented for children aged 2-4 and 4-6 years. This requires building houses in the camp area with bamboo, tarpaulin, and hay. However, tin can be used for half of the fencing work. There will be 2 sessions in each center and a maximum of 35 children can be enlisted for each session. Basically, the sessions will be conducted separately for 2–4-year-old children and 4–6-year-old children. Each session will be 2 hour long. Each session will be conducted according to the following schedule-

Welcome	Kabbiya/ Kissa	Physical Play	Art	Free Play	Goodbye
10 Minutes	25 Minutes	25 Minutes	25 Minutes	25 Minutes	10 Minutes

When one session is over, another session will start with a 15–30-minute break. However, sessions can be conducted before or after the session for children aged 2-4 or 4-6 depending on the needs of the community. The center will be open 6 days a week.

### a. Center Based HPL (Implementation Process)

For conducting Center Based HPL (2 sessions), each center will have 2 Play Leaders selected from the Rohingya community. The two Play Leaders will manage the play according to the play schedule. A PA who would be selected from the local community, will be working towards supporting and developing the skills of the Play Leaders. One PA will supervise 4 centers (8 sessions). In addition, to providing psychosocial support to the children, the Paracounsellor appointed from the local community will also visit the center and give necessary advice and visit the children's home accordingly, and will also provide parental advice and counseling if needed. A Paracounsellor will provide assistance in 5 centers (10 sessions). POs will be there to supervise, assist and develop their work. One PO will assist 2 PAs and 2 Paracounsellors. All the staff except PO must be women.

### b. Conditions for setting up a center

Things to consider while setting up a center-

- To select a place for setting up the center where there is no possibility of flooding or landslide
- The house will measure 24 feet in length and 12 feet in width. However, subject to the permission of the authorities, it may be more or less
- The ceiling of the house will be covered with awning
- There should be sufficient light and ventilation in the house
- The center will be decorated with the necessary materials and toys
- The colors, materials and toys used for the decoration of the center will be based on the Rohingya culture

- To not have anything inside or outside the house that could injure a child
- To have children's toilet facilities
- To have necessary First Aid kits

### **c. Play Leader selection and preliminary qualifications**

Play Leader plays a key role in center-based HPL management. So, Play Leaders must be selected very carefully. The Play Leader must have these basic qualifications-

- Must be a woman from the Rohingya community
- Educational qualification must be at least third grade
- Age will be 18-40 years. However, exceptions can be made for experienced individuals and they all should be interested in working with children
- Must be interested in receiving training
- A Play Leader shall be considered as incompetent, in case of a child being mistreated
- Must have the mentality to follow the rules and regulations changed by the office

### **d. Work of a Play Leader**

- To manage one center with 2 Play Leaders
- To be present at the center 15 minutes prior the start of a session and to leave the center at the scheduled time
- Conducting all the plays, based on the play schedule
- Ensure the presence of the child by contacting the parent if any child is absent from the center
- To record the names of the children in the attendance register according to age
- Calling the child's attendance every day and keeping a record in the attendance register
- Ensure storage and proper use of all materials, including play materials

### **e. Work of PA (Center Based)**

- 1 PA would be responsible for managing 4 centers
- Visiting each center at least 3 times in a week and working on the development of Play Leaders
- Collecting possible names of Play Leaders and conducting at least 2 full sessions
- Take necessary steps in order to prepare the list of names of the children and to record the list of names in the attendance register
- Assisting the Play Leaders to decorate the centers
- Holding meetings with parents/caregivers
- Holding monthly meetings with the center management committee

- To participate in all types of meetings, workshops and trainings
- Determining the needs of all kinds of materials
- To communicate with the community on a regular basis
- Sharing information with relevant authorities
- To create, send and save reports
- To conduct the training and refreshers training for Play Leaders

#### **f. Work of Paracounsellors (Center Based)**

- 1 Paracounsellor will be in charge of 10 centers
- 1 Paracounsellor will visit the assigned centers at least 2 times a week
- Will observe children's activities and provide necessary advice and support to the Play Leader in this regard
- To visit the homes of children and their parents to provide them mental support if required
- To participate in all types of meetings, workshops and trainings
- To create, send and save reports

#### **g. Work of PO (Center Based)**

- To supervise 8 centers
- Initially select the location for houses
- Preparation of budget for house construction as per prescribed size and the supervision of house building work
- Collection and distribution of all kinds of materials including house decoration materials
- To follow up on the work of PA, Paracounsellor and Play Leader
- Determining the needs of all types of materials
- To communicate with the community on a regular basis
- To establish communication with different organizations (GOs and NGOs)
- Sharing information with relevant authorities
- To create, send and save reports
- Preliminary selection of Play Leaders
- Take the necessary steps to pay the honorarium of the Play Leader
- Conduct meetings with PA, Paracounsellor on work progress and approach

## **The duty and responsibilities of the manager**

For the protection and development of Rohingya children fled from Myanmar, a manager has to complete various tasks including the implementing the Humanitarian Play Lab model. For this

purpose, the manager has to make an effective plan. Basically, all these functions of a manager can be divided into several main responsibilities. They are as follows-

- Office related
- Humanitarian Play Lab (Center Based & Home Based) establishment and monitoring
- Purchase management
- Financial management
- Communication
- Staff development and management
- Report
- Other work

## **MIS system and Monitoring**

- Monitoring of HPL pockets and centers to ensure quality of activities
- Maintain database for registration books, pockets and centers



