INTERNSHIP POLICY

BACKGROUND OF THE NETWORK:

The Network against Gender Based Violence (NGBV) was established in The Gambia in April 2009 as a network of Government and Non-government Actors against Gender Based Violence. It is a membership based organisation with civil society organisations as full members and relevant government institutions as affiliated members. It has a two-tier governance system comprises of the General Assembly as the highest decision making body and an Executive Committee which is elected from the General Assembly on a two-year term to guide the implementing arm of the Network (Secretariat) which is headed by a National Coordinator to be responsible for the implementation of network programmes and activities.

IDENTITY STATEMENT:

A platform for organizations and institutions concerned with women and child rights matters working to create an enabling, protective and violence-free environment for women and children in The Gambia.

VISION STATEMENT:

A safe, supportive, protective and violent-free Gambia for every woman and child.

MISSION STATEMENT:

Protect women and children from gender-based violence either in public or private spheres by building the capacity of service providers and institutions, raising public awareness and advocating for friendlier laws and policies.

GOAL:

Eradication of Gender Based Violence and empowerment of women and girls to actively participate in their own socio-economic and political development and advancement.

OBJECTIVES:

The objectives of the Network are:

1. To raise awareness on national and international legal frameworks and policies and reduce Gender Based Violence in homes, communities and schools in The Gambia;

2. Advocate for the creation and implementation of gender-friendly laws and policies;

3. Engage and transform cultural structures, institutions and leaders to become gender sensitive;

4. Mainstream gender issues in national and sectoral policies;

5. Stimulate dialogue and open discussion on women's role in national development;

6. Enhance the capacity of professionals, law enforcers and judicial officers to adequately and properly address the needs and rights of victims of GBV;

7. Support and strengthen local or community structures to combat GBV at the local level;

8. Establish, support and strengthen an interagency unit or "one stop" center at RVTH and Bansang Hospital for the management of GBV by December 2015

CORE VALUES:

- Observe the principles of accountability, transparency, honesty, fairness and firmness in all areas of work.
- Proactive and innovation
- Uphold and promote rights of women and children
- Contribute to improving standards for the welfare of women and children in The Gambia.
- Promote gender equality and equal opportunities.
- Commitment to the principles of social justice and good governance.

PROGRAM FOCUS AREAS:

(i) Capacity Development
(ii) Awareness Creation and Campaigns
(iii) Lobbying and Advocacy
(iv) Enhance Service Delivery

DEFINITION OF AN INTERN:

Interns are defined as "Qualified Trainees" or "On-the-Job Trainees."

PROCEDURES:

1.0 New interns will be considered as they are referred by appropriate academic programs or professional institutions. These referrals will be forwarded to the organization responsible for the area of practice if the Network cannot or is not in a position at the time to provide the necessary knowledge and skills needed for the intern's area of practice.

2.0 The minimum acceptable term for internship by the Network is one month and the maximum is six months.

3.0 A new intern must be approved by the Coordinator -NGBV or her/his designee, and the supervising provider or head of institution where the intern will be place prior to being offered an internship.

4.0 The Network Coordinator serves or identifies someone from the Network Office to serve as coordinator for interns to provide necessary facilitation and support for the success of the internship programme.

5.0 The Network Coordinator or her/his designee would develop a programme for each intern and share it with the placement institution(s) and the intern for their inputs before its finalization to guide the interns placement during the internship period.

3.0 The intern must follow guidelines including background, confidentiality and employee health and criminal checks.

4.0 The Network Coordinator or her/his designee must ensure/verify that there is a signed Internship Agreement between the Network and the academic or professional institution where the intern is registered.

5.0 The Network Coordinator or her/his designee must ensure that the Network receives a document from the academic or professional institution which identifies the parameters of the internship. The intern must complete the orientation process including the Network's orientation, position orientation and intern orientation at institute of placement prior to providing services to users or the institution.

6.0 The intern must complete the orientation process, Network orientation, position orientation, and intern orientation prior to providing services to users or institution.

7.0 The intern must follow all documentation and practice policies of the institution of placement during the internship period.

8.0 Each intern is supervised by an appropriately credentialed supervisor based at the placement

institute carefully selected by the head of institution in consultation with the Network Coordinator or his/her designee. The supervisor should comply with the following:

8.1 The supervisor is credentialed to provide the services/skills/knowledge that the intern will learn.

8.2 The supervisor is responsible for overseeing the services provided by the intern and the disposition of all cases following the intern's placement. The supervisor must be present in the facility and available to assist the intern whenever the intern is providing a service.

8.3 The supervisor documents weekly one-to-one supervision with the intern including a log of cases discussed, hours of supervision, and services delivered. The intern documents supervision content and plan on a progress note in each case file.

8.4 The supervisor oversees the intern's development by completing the appropriate components of the orientation and determining when the intern is prepared to provide services without direct observation.

8.5 The supervisor ensures that each service user who works with the intern signs the additional consent form related to interns or has given consent to be attended by the intern or in the presence of the intern and his/her consent recorded in the case file.

8.6 The supervisor will ensure that the intern's workload is appropriate to their skill level and follows the institution's policies regarding service delivery.

8.7 The supervisor ensures that the intern's tasks are appropriately discharged or transferred at the completion of the internship.

9.0 Services provided by interns are to be counted under the supervisor's name and credentials. This requires the direct, immediate, on-premises supervision by a licensed/professional/mandated supervisor with documentation of supervision.

11.0 The Network Coordinator must ensure that there is a staff file for each intern where copies of the intern's credentials, other necessary documents and correspondents relating to his/her internship are kept.

12.0 The Network Coordinator or her/his designee a month before the end of each intern's term will write a separation notice to the intern and copy the head of institution where the intern is placed. Also a request will be send to the head of the placement institution to provide a reference letter for the intern indicating the tasks the intern completed, the activities the intern was involved, punctuality, discipline and other person skills and qualities observed during his/her internship.