

## Introduction

Establishing an orphanage in Uganda involves multiple steps, including legal registration, compliance with federal regulations, obtaining necessary licenses, and ensuring the provision of proper care and protection for the children. Below is a comprehensive guide to help you through this process:

## 1. Conduct Preliminary Research

### A. Feasibility Study

- **Needs Assessment:**  
Assess the need for an orphanage in the target area through community surveys and consultations with local leaders.
- **Financial Planning:**  
Estimate startup costs, ongoing expenses, and potential sources of funding, including grants and donations.

### B. Legal Structure

- **Choose a Legal Structure:**  
Determine whether to establish the orphanage as a Non-Governmental Organization (NGO) or a Community-Based Organization (CBO). Consult with a legal expert to understand the implications.
- **Incorporation:**  
Register the orphanage as a legal entity with the Uganda Registration Services Bureau (URSB). <https://ursb.go.ug/>

## 2. Federal Regulations and Licensing

### A. Legal Registration

- **Register with URSB:**  
Submit necessary documents to register the organization with the Uganda Registration Services Bureau. This includes the memorandum and articles of association, a constitution, and the names of board members. <https://ursb.go.ug/>
- **Register with the NGO Bureau:**  
Obtain a certificate of registration from the National Bureau for NGOs. This involves submitting your organization's details, constitution, and registration fee. <https://www.ngobureau.go.ug/en/home>

### B. Licensing and Accreditation

- **Ministry of Gender, Labour, and Social Development (MGLSD):**  
Obtain approval from the MGLSD, which oversees child welfare services. Submit an application with details about the orphanage, including objectives, funding, and staffing. <https://mglsd.go.ug/>

- **Probation and Social Welfare Office:**

Submit an application to the district's Probation and Social Welfare Office. This office will inspect the facility and recommend licensing.

- **Local Council Approval:**

Obtain a letter of recommendation from the Local Council (LC1) where the orphanage will be located.

### 3. Facility Requirements

#### A. Location and Zoning

- **Zoning Laws:**

Ensure that the location complies with local zoning laws and is appropriate for a child care facility.

- **Safety Standards:**

Adhere to health and safety regulations, including fire safety, sanitation, and structural safety.

#### B. Facility Design

- **Adequate Space:**

Provide sufficient space for living, recreation, dining, and education.

- **Accessibility:**

Ensure that the facility is accessible to children with disabilities and meets all required standards for child safety.

### 4. Operational Policies

#### A. Care Standards

- **Daily Care:**

Establish policies for daily routines, nutrition, education, and recreation.

- **Health and Safety:**

Implement protocols for medical care, including access to healthcare professionals and regular health screenings.

#### B. Child Protection Policies

- **Abuse Prevention:**

Develop strict child protection policies to prevent abuse and neglect.

- **Reporting Procedures:**

Create clear procedures for reporting and responding to incidents of abuse.

### 5. Staffing and Training

#### A. Staffing Requirements

- **Qualified Staff:**  
Hire qualified staff, including caregivers, administrators, and support staff. Ensure they have relevant qualifications and experience.
- **Background Checks:**  
Conduct thorough background checks on all staff members to ensure they are suitable for working with children.

#### B. Training

- **Initial Training:**  
Provide initial training for all staff members in child care, emergency procedures, and other relevant areas.
- **Ongoing Training:**  
Offer continuous professional development and training opportunities for staff to keep them updated on best practices in child care.

### 6. Funding and Financial Management

#### A. Fundraising

- **Grants and Donations:**  
Seek grants from government bodies, private foundations, and solicit donations from the public.
- **Fundraising Events:**  
Organize events to raise funds and awareness about the orphanage's mission and needs.

#### B. Financial Oversight

- **Budgeting:**  
Develop a detailed budget and financial plan to manage resources effectively.
- **Audits:**  
Regularly audit financial records to ensure accountability and transparency.

### 7. Community Engagement and Public Relations

#### A. Building Community Support

- **Outreach:**  
Engage with the local community to build support and foster partnerships. Involve community leaders and stakeholders in your initiatives.
- **Volunteers:**  
Recruit and manage volunteers to assist with various aspects of the orphanage's operations.

### B. Public Relations

- **Communication:**

Maintain open communication with stakeholders, including donors, government agencies, and the public. Use newsletters, social media, and other platforms to share updates.

- **Marketing:**

Develop a marketing strategy to promote your orphanage and attract support. Highlight success stories and the positive impact of your work.

### 8. Continuous Improvement and Compliance

#### A. Monitoring and Evaluation

- **Performance Metrics:**

Establish metrics to evaluate the effectiveness of your services. Regularly review and adjust programs to improve outcomes.

- **Feedback Mechanisms:**

Implement systems for obtaining feedback from children, staff, and stakeholders. Use this feedback to make necessary improvements.

#### B. Regulatory Compliance

- **Regular Inspections:**

Be prepared for regular inspections from the MGLSD and local authorities to ensure ongoing compliance with all regulations.

- **Policy Updates:**

Stay informed about changes in laws and regulations affecting child care facilities and update your policies and procedures accordingly.

### Resources and Contacts

- **Ministry of Gender, Labour, and Social Development (MGLSD):**

Provides guidelines and oversight for child welfare services.

Website: <https://mglsd.go.ug/>

- **Uganda Registration Services Bureau (URSB):**

Handles legal registration of organizations.

Website: <https://ursb.go.ug/>

- **National Bureau for NGOs:**  
Overseas NGO registration and compliance.  
Website: <https://www.ngobureau.go.ug/en/home>  
The National Bureau for Non Governmental Organizations  
3rd Floor  
Kingdom Kampala  
Plot No. 31A-35A  
37A-39A Nile Avenue  
P.O. Box 24216  
Kampala - Uganda  
Telephone: +256-313-287-300  
Email: [info@ngobureau.go.ug](mailto:info@ngobureau.go.ug)  
WhatsApp: +256-772-770-077
- **Local Council (LC1):**  
Local government office for initial community approval and support.
- **Probation and Social Welfare Office:**  
District-level office responsible for child welfare inspections and recommendations.

## Conclusion

By following these detailed steps, you can navigate the regulatory landscape and establish a successful and compliant orphanage in Uganda. This process ensures that you provide a safe, nurturing environment for vulnerable children while adhering to all legal and operational standards.

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