

Ghana: Establishing An Orphanage/Children's Home

Introduction

Establishing an orphanage in Ghana involves navigating various federal and state regulations, obtaining the necessary licenses, and ensuring compliance with standards for child care and protection. Here is a comprehensive guide to help you through this process:

1. Understand the Legal Requirements

- Familiarize yourself with the laws and regulations governing orphanages and children's homes in Ghana. This includes the Children's Act 1998 (Act 560), and guidelines from the Department of Social Welfare under the Ministry of Gender, Children and Social Protection.

2. Conduct a Needs Assessment

- Perform a community needs assessment to determine the necessity and viability of an orphanage in your chosen location.

3. Establish a Governing Body

- Form a board of trustees or governing body to oversee the operations of the orphanage. This should include individuals with expertise in child welfare, finance, legal matters, and healthcare.

4. Create a Detailed Plan

- Develop a comprehensive plan that includes the mission, vision, objectives, operational strategies, funding sources, and sustainability measures for the orphanage.

5. Register as a Non-Governmental Organization (NGO)

- Visit the Registrar General's Department to register the orphanage as an NGO.
- Prepare the necessary documents including:
 - Name reservation.
 - Constitution of the organization.
 - Trustee information (including passport photographs and valid ID).
 - Application form for registration.

6. Obtain Approval from the Department of Social Welfare

- Submit an application to the Department of Social Welfare at both the district and national levels.
- Provide the following:
 - Registration certificate from the Registrar General's Department.
 - Proof of land ownership or lease agreement for the orphanage premises.
 - Detailed plan and layout of the orphanage.

Ghana: Establishing An Orphanage/Children's Home

- List of board members and staff, including their qualifications.
- Proof of financial capability or funding sources.
- Policies on child care, safety, and protection.

7. Site Inspection

- The Department of Social Welfare will conduct a site inspection to ensure that the proposed premises meet the required standards and guidelines.

8. Recruit Qualified Staff

- Hire qualified staff who meet the standards set by the Department of Social Welfare, including social workers, caregivers, and administrative personnel.

9. Set Up Infrastructure and Facilities

- Ensure the orphanage is equipped with the necessary infrastructure such as dormitories, classrooms, recreational areas, healthcare facilities, and kitchen.

10. Develop Policies and Procedures

- Create policies and procedures for the operation of the orphanage, including child admission and discharge processes, health and safety protocols, education and recreation programs, and staff responsibilities.

11. Compliance with Health and Safety Standards

- Ensure that the orphanage complies with health and safety standards, including fire safety measures, sanitation, and emergency preparedness.

12. Continuous Monitoring and Evaluation

- Implement a system for continuous monitoring and evaluation of the orphanage's operations to ensure adherence to standards and to make necessary improvements.

13. Regular Reporting

- Submit regular reports to the Department of Social Welfare as required, detailing the orphanage's activities, financial status, and any significant events or changes.

Conclusion

By following these steps diligently, you can ensure that your orphanage or children's home is legally compliant, well-managed, and capable of providing a safe and nurturing environment for the children in your care.

Ghana: Establishing An Orphanage/Children's Home

Resources and Contacts

- Registrar General's Department, Ghana:
<https://rgd.gov.gh>
P.O.Box 118 Accra
Tel: +233 030-266-4691-3
Fax: +233 030-266-6081
Email: info@rgd.gov.gh
- Department of Social Welfare, Ghana:
Department of Social Welfare
<https://www.mogcsp.gov.gh/department-of-social-welfare/>
P.O. BOX MBO 186, Ministries, Accra
Tel: (+233) 0302 688181 / 7 / 4
Fax: (+233) 0302 688188
Email: info@mogcsp.gov.gh
- Ministry of Gender, Children and Social Protection
<https://www.mogcsp.gov.gh/>
P.O. BOX MBO 186,
Ministries, Accra – Ghana
Tel: (+233) 0302 688181 / 0302 688187 / 0302 688184
Fax: +233) 0302 688188 / 0302 688
Email: info@mogcsp.gov.gh

NOTE: This document does not reflect or constitute legal advice. This is an informational resource made available by The Sanctuary Network Organization on the basis set out at sanctuarynet.org. Your use of this document does not create an attorney-client relationship with the organization or any of its lawyers or staff.