

**Kingdom of Cambodia
Nation Religion King**



Ministry of Education, Youth and Sport

Minimum Requirements Guideline

On

Water, Sanitation and Hygiene in Schools (WinS)

School Health Department

Year 2016

ACRONYMS

CIP	Commune Investment Program
DOE	District Office of Education
DP	Development Partner
DTMT	District Training and Monitoring Team
EMIS	Education Management Information System
LA	Local Authority
MDG	Millennium Development Goal
MHM	Menstrual Hygiene Management
M&E	Monitoring and Evaluation
MoEYS	Ministry of Education, Youth and Sport
NGO	Non-Governmental Organizations
NSDP	National Strategic Development Plan
O&M	Operation and Maintenance
POE	Provincial Department of Education, Youth and Sport
RGC	Royal Government of Cambodia
RWSSH	Rural Water Supply, Sanitation and Hygiene
SIP	School Improvement Plan
SDG	Sustainable Development Goal
SDP	School Development Plan
SHD	School Health Department
SSC	School Support Committee
ToR	Terms of Reference
WASH	Water, Sanitation and Hygiene
WinS	Water, Sanitation and Hygiene in School

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FOREWORD

The Royal Government of Cambodia (RGC) has a great desire to change from a low-income country to a high-middle-income country in 2030 and become a developed country in 2050. The education sector has played an important role in contributing to national development. The children, youth, and adults of Cambodia need to receive a life-long education of high quality for their involvement in the labor market and to be able to respond to its requirements. Education focuses on building skills and providing opportunities to pupils and students in order to get the technical and specialized skills that can make an impact on development, which provides full benefits to all people and geographic locations of Cambodia.

For a long time, the Ministry of Education, Youth and Sport (MoEYS) has actively contributed to promoting health in schools, through the development of policies on school health and other policies to strengthen health services in schools, such as education on communicable and non-communicable diseases, security, healthy nutrition, improving learning environments, as well as on water, situation, and hygiene in schools through close cooperation with development partners, the private sector, and communities.

The Minimum Requirements Guideline on Water, Sanitation, and Hygiene in Schools (WinS) is a new achievement, which mainly contributes to promote health and the effectiveness of educational services. This document provides guidance on the steps and simple activities related to programs on water, sanitation, and hygiene that need to be carried out by schools directly in order to reduce infectious diseases, especially diarrhea and respiratory infection, as well as reducing nutritional problems.

MoEYS hopes that all of the education officials on national and sub-nation levels, development partners, the private sector, and communities will participate in this collaboration and support the implementation of the Minimum Requirements Guideline on WinS with high quality and effectiveness.

Phnom Penh, Dated: 25/November/2016
Minister of Ministry of Education, Youth and Sport

ACKNOWLEDGEMENTS

We would like to thank the leaders and all levels of the Ministry of Education, Youth and Sport (MoEYS), which supported the development process and provided recommendations on the Minimum Requirements Guideline on Water, Sanitation, and Hygiene in Schools (WinS) up to their official endorsement.

We would like to deeply thank the United Nations Children’s Fund (UNICEF) for technical and financial support in the process of developing the guideline. In addition, we would like to thank to Ministry of Rural Development (MRD), the Ministry of Health (MoH), GIZ, the World Health Organization (WHO), the World Food Program (WFP), and other NGOs who contributed their comments on this guideline.

Furthermore, we would like to express our gratitude and appreciation for their engagement to the education officials in Phnom Penh, Kampong Thom, Kampong Chhnang, Kampot, and Takeo provinces, which cooperated in the testing implementation and provided the recommendations to improve this document in order to make it more meaningful, and feasible for implementation and compliance within the context of educational establishments in Cambodia.

Thank You!

PART 1: GENERAL GUIDELINES

1.1 Introduction

The RGC endorsed the National Policy for Rural Water Supply, Sanitation and Hygiene in 2003. The vision of the National Policy is to ensure that every person in rural communities has sustained access to a safe water supply and to sanitation services and lives in a hygienic environment by 2025. In addition, the RGC enacted the National Strategic Plan for Rural Water Supply, Sanitation, and Hygiene 2014-2025 in order to improve the sustainable rural water supply and hygiene, and for supporting the implementation of the third mandate of the government's strategy to promote health and nutrition.

By understanding the negative effects of lacking water and hygiene, the MoEYS mainly contributes to reduce these effects by promoting water and hygiene activities in the Education Strategic Plan (ESP 2015-2018) and the MoEYS has furthermore set target indicators for measuring annual progress to achieve 100 percent by 2025 as stipulated in the National Strategic Development Plan (NSDP).

To promote the implementation of Water, Sanitation, and Hygiene to achieve the goals in the NSPD, the MoEYS has developed "***The Minimum Requirements Guideline on Water, Sanitation, and Hygiene in Schools***" for guiding sub-nation levels of educational officers and stakeholders to implement these step by step in order to make the water, sanitation and hygiene situation meet the basic demands of educational instructors and learners in order to reduce infectious disease rates, especially diarrhea and respiratory infections, as well as reducing malnutrition.

1.2 Purpose

The Minimum Requirements Guideline on WinS aims to strengthen and improve WinS through implementing step by step activities in the following categories:

1. Category 1: Drinking Water
2. Category 2: Latrines and Urinals
3. Category 3: Handwashing Facilities
4. Category 4: Environment and Safety.

Achievements in these categories will lead to a healthy and safe learning environment for all learners and education officers to support effective teaching and learning, especially to transform the lessons from the new health education curriculum into healthy activities and lifelong habits.

1.3 Overview of the Minimum Requirements for Wins

SN	Category	(★) One Star School	(★★) Two Star School	(★★★) Three Star School
1	Drinking Water	<ul style="list-style-type: none"> All students have safe drinking water in school. All students have safe drinking water, at least 500ml per shift by bringing from home or from other sources. 	<ul style="list-style-type: none"> Safe drinking water is provided by the school, but not regularly. Students need to bring water from home or other sources. 	<ul style="list-style-type: none"> Safe drinking water is provided by the school to all students at all times.
2	Latrines and Urinals	<ul style="list-style-type: none"> All students can use functional and clean latrines during school shift. The school has at least 1 latrine for boys and 1 latrine for girls. 	<ul style="list-style-type: none"> School has more than 1 latrine for boys and more than 1 latrine for girls. School has at least 1 ramp latrine accessible for students with disabilities. 	<ul style="list-style-type: none"> School has latrine number that meets national standards (2 latrines and 3 urinals per 100 boys and 3 latrines per 100 girls). School has water for cleaning that comes from an improved water source. Sanitary pads are available for female students in emergency cases. Girls' latrines have rubbish bins for Menstrual Hygiene Management.
3	Handwashing Facilities.	<ul style="list-style-type: none"> All students can use handwashing facilities and soap. 		

		<ul style="list-style-type: none"> School has a basic handwashing facility with soap next to each latrine or classroom. 	<ul style="list-style-type: none"> School has at least one functional group handwashing facility with soap. School has a schedule for daily group handwashing. 	<ul style="list-style-type: none"> More handwashing facilities with soap are available for daily supervised hygiene activities. All students participate in daily supervised group handwashing. All students brush teeth every day. Water must come from an improved water source.
4	Environment and Safety	<ul style="list-style-type: none"> All students participate in daily cleaning of school premises, classrooms, latrines, and handwashing facilities. No waste on school premises and in classroom. School has at least one waste bin per classroom and latrine, and they are used. 	<ul style="list-style-type: none"> School has at least 2 waste bins separated (<i>recyclable</i> and <i>non-recyclable solid waste</i>). 	<ul style="list-style-type: none"> School must have the 3-systems separate waste management (<i>recyclable, non-recyclable, and organic waste</i>). School has fence surrounding school grounds and a fence protection if it has a pond or well. All students are allowed to consume only healthy and safe food in the school.

PART 2: THE GUIDELINE OF IMPLEMENTATION

This section gives an overview on how schools' implementation will be classified into categories as 1st star, 2nd star, and 3rd star. With regards to the 1st star level, it is designed to be achievable by schools without external help.

Each school needs technical support and some additional resources for achieving the 2nd star level or 3rd star level, and this support can come from an expert department of MoEYS, other relevant ministries, POEs, DOEs, local authorities (LA), and School Supporting Committees (SSC).

In order to keep schools on their respective star level or advance to the next star level, cooperation between school directors and SSC is indispensable. SSCs help school directors in preparing their school development plan or annual school improvement plan by integrating these into the annual operation plans of the city, district, and khan/commune.

The following section will explain and highlight important aspects of the four Minimum Requirements categories to reach the first star.

2.1 Drinking Water

All students must have safe drinking water at school. Drinking water can be brought from home or provided by the school.

What is required for the 1st Star?

Most schools cannot provide drinking water to all students; therefore, each student must bring at least 500ml of safe drinking water per shift from home or other sources. At home water can be boiled, filtered and chlorinated. Reusable drinking bottles should be cleaned daily.

What Needs To Be Done?

- School director and SSC must discuss this issue and inform parents to send their children with at least 500ml safe water to school or ensure they obtain it from other sources.
- Teachers must participate in:
 - Reminding students when checking the attendance of bringing drinking water.
 - Checking on the state of water bottles used by the students.
 - If students did not bring safe drinking water with them, finding out why and think of solutions.
 - Guiding students not to share or exchange drinking water bottles because school does not check the quality of water that students bring to school.



- School director needs to discuss with SSC and teachers to equip classrooms with low-cost water filters to upgrade from the 1st star to the 2nd star.

2.2 Latrines and Urinals

Open defecation is a harmful risk for students and the whole community. Therefore, a school needs to have latrines for students to use.

What is Required for the 1st Star?

School must have at least one latrine for girls and one latrine for boys. Latrines are clean, functional and used by children during school hours.

What Needs to be Done?

- School director needs to ensure that water must be available in the latrine all times.
- Latrines must:
 - Be cleaned daily.
 - Provide privacy for students with doors that can be locked from in and outside.
- School director needs to cooperate with teachers to make the cleaning schedule for students and follow up daily on the cleaning of latrines.
- In case the school does not have latrine(s) or the latrine(s) are damaged beyond repair, or cannot provide enough materials for providing proper sanitation, then school should develop a proposal and submit to DOE or local authority to request for additional support.



2.3 Handwashing Facilities

Handwashing with water and soap is the most effective way to prevent diseases, especially diarrhea and respiratory infection. Daily handwashing will form students' habits and create a healthy environment.

What is Required for the 1st Star?



Schools must have a handwashing facility. A basic handwashing facility must be available next to each latrine or classroom and needs to have water and soap at all times.

What Needs to be Done?

- Water and soap needs to be available for handwashing.
- Costs for water and soap can be included in the budget proposal for the school, and the school can mobilize additional funds from the community or from other sources.
- Regular handwashing throughout the day, especially after using the latrine and before taking meals, is a positive lifelong habit.
- Towels for drying hands after washing are not recommended, because the common use of towels is a source of infection and can transmit diseases.

2.4 Environment and Safety

School needs to have a clean and safe environment which is a child friendly place for learners and education officers for proper teaching and learning. School's provision of a clean environment and safety is the responsibility of the school director, teachers, students, and communities around the school.

What is Required for the 1st Star?

- There is no waste on the school premises and in the classroom.
- School has at least one waste bin.
- Students consume only healthy and safe food in the school—either they bring it from home or buy it from school vendors.



What Needs to be Done?

- The school director ensures that waste bins are available, used and emptied regularly, and there is no waste on school premises and in the classroom.
- The school director has to cooperate with teachers to make the cleaning schedule for students and to follow up the process of daily cleaning on school premises, in classrooms, latrines, and of handwashing facilities.
- The teacher in charge of WinS can work with class monitors to start a school campaign for a clean and safe environment such as putting up signs saying “*put the waste into the waste bin*” to encourage positive behavior.

PART 3: EVALUATION GUIDELINE

3.1 Monitoring

Monitoring is indispensable for measuring the progress for school development and to ensure that a school has regularly implemented and complied with the Minimum Requirements Guideline on Water, Sanitation, and Hygiene.

School directors, teachers, and SSC need to monitor regularly the implementation of the Minimum Requirements.

Teacher(s) in charge of School Health need to do this task on a daily basis and some key issues may ask for immediate action such as the requirement of small repairs and maintenances of WASH facilities.

The teacher in charge of School Health and SSC need to bring key issues found in the monitoring to discuss them in the monthly school meeting.

The monitoring can be conducted together between MoEYS officers and POE officers, as well as DOE officers in schools. The results of monitoring will provide feedback and recommendations to improve the water, sanitation and hygiene situation in the school over the next year.

3.2 School Star Level Upgrading Evaluation

DOE needs to cooperate with the school director and SSC to conduct an assessment on the results of the implementation of the Minimum Requirements once a year.

The tools for monitoring and evaluation of the water, sanitation and hygiene situation in schools are recorded in Table1, whereas star categories of school are recorded in Table 2.

After the agreement on the star category result of the school through the evaluation team, the DOE needs to request the certification letter from POE.

Therefore, the assessment must be conducted before or during the scheduled EMIS/School Census data collection.

The POE cooperates with DOE and will hand over the star certification to the schools at an appropriate public ceremony, such as the beginning of the new academic year in schools.

TABLE I: MONITORING AND EVALUATION CHECKLIST

A. General Information

School Name:	
School Code:	
Village Name:	
Commune/Sangkat Name:	
Khan/City/District Name:	
Capital/Province Name:	
Monitoring Date:	
Name of School Director:	
School Director's Phone Number:	
Name of Monitor:	
Monitor's phone number:	

B. School Information on Water, Sanitation and Hygiene

SN	1. Drinking Water	Yes	No
1.0	All students have safe drinking water at school		
1.1	All students have 500ml of safe drinking water per shift brought from home or from other sources.		
1.2	Safe drinking water is available at school, but supply is not regular. Students still bring water from home or other sources.		
1.3	The school provides safe drinking water for all children, at all times.		
Note: 1) If answer of 1.0 “no”, skip 1.1, 1.2, 1.3 2) If answer of 1.0 “yes”, continue to 1.1, 1.2, 1.3 3) Evaluate and rank the star as: ★ = 1.0 yes, plus 1.1 yes ★★ = 1.0 yes, plus 1.2 yes ★★★ = 1.0 yes, plus 1.3 yes			Star ranking

SN	2. Latrines and Urinals	Yes	No
2.0	All latrines are functional and usable.		
2.1	The school has at least 1 latrine for boys and 1 latrine for girls.		
2.2	The school has more than 1 latrine for boys and more than 1 latrine for girls.		
2.3	The school has At least 1 latrine accessible for children with disabilities (CwD).		
2.4	The school has latrine facilities that meet national standards (2 latrines and 3 urinals per 100 boys, 3 latrines per 100 girls).		
2.5	The school has water for cleaning and pouring/flushing which comes from an improved water source.		
2.6	The school has sanitary napkins for girls available for emergencies.		
2.7	Latrines for female students have waste bins; at least one female latrine is adequate for MHM.		
Note: 1) If answer of 2.0 “no”, skip 2.1, 2.2, 2.3, 2.4, 2.5, 2.6, 2.7 2) If answer of 2.0 “yes”, continue to 2.1, 2.2, 2.3, 2.4, 2.5, 2.6, 2.7 3) Evaluate and rank the star as: ★ = 2.0 yes, plus 2.1 yes ★★ = 2.0 yes, plus 2.2 and 2.3 yes ★★★ = 2.0 yes, plus 2.4, 2.5, 2.6 and 2.7 yes			Star ranking

SN	3. Hand Washing Facilities	Yes	No
3.0	All handwashing facilities have water and soap at all times.		
3.1	The school has a basic handwashing facility is next to each latrine or/and classroom.		
3.2	The school has at least one functional group handwashing facility.		
3.3	The school has schedule for daily group handwashing.		
3.4	More handwashing facilities are available for daily supervised hygiene activities.		
3.5	All students participate in daily supervised group handwashing (for primary schools and pre-primary schools).		
3.6	All students participate in daily supervised tooth brushing (for primary schools and pre-primary schools).		
3.7	Water comes from an improved water source.		
Note: 1) If answer of 3.0 “no”, skip 3.1, 3.2, 3.3, 3.4, 3.5, 3.6, 3.7 2) If answer of 3.0 “yes”, continue to 3.1, 3.2, 3.3, 3.4, 3.5, 3.6, 3.7 3) Evaluate and rank the star as: ★ = 3.0 yes, plus 3.1 yes ★★ = 3.0 yes, plus 3.2 and 3.3 yes ★★★ = 3.0 yes, plus 3.4, 3.5, 3.6 and 3.7 yes		Star ranking	

SN	4. Environment and Safety	Yes	No
4.0	The school has a daily cleaning schedule for premises, classrooms, and latrines, and there is no waste on school premises and in classrooms.		
4.1	The school has at least one waste bin per classroom.		
4.2	The school has at least 2 separate waste bins per classroom (<i>recyclable</i> and <i>non-recyclable solid waste</i>).		
4.3	The school must have the 3-systems separate waste management (<i>recyclable</i> , <i>non-recyclable</i> , and <i>organic waste</i>)		
4.4	The school has a fence surrounding school grounds and a fence protecting school water pond and well.		
4.5	Schools permit only healthy and safe food.		
Note: 1) If answer of 4.0 “no”, skip 4.1, 4.2, 4.3, 4.4, 4.5 2) If answer of 4.0 “yes”, continue to 4.1, 4.2, 4.3, 4.4, 4.5 3) Evaluate and rank the star as: ★ = 4.0 yes, plus 4.1 yes ★★ = 4.0 yes, plus 4.2 yes ★★★ = 4.0 yes, plus 4.3, 4.4, and 4.5 yes		Star ranking	

TABLE 2: THE ASSESSMENT OF SCHOOL RANKING

ITEM	SCHOOL DIRECTOR	DOE Representative	POE Representative	National Representative
Name				
Title				
Signature				
Date of Assessment				

SN	The Minimum Requirements Guideline on Water, Sanitation, and Hygiene	Star ranking by category (Table1)
1	Drinking Water	
2	Latrines and Urinals	
3	Hand Washing Facilities	
4	Environment and Safety	
Total stars of all categories (0-12 stars)		
School Star Ranking (If total stars 4-6 = ★; 7-10 = ★★; 11-12= ★★★)		
In case the school has no Star in a category the overall ranking is Zero Star.		

3.3 Duties and Responsibilities

Monitoring and providing a school with its initial ranking certification on the implementation of the Minimum Requirements Guideline on WinS requires close collaboration of relevant institutions at national and sub-national levels.

Below is a summary of responsibilities of relevant institutions:

A) National Working Group on WinS

- ✓ Facilitates and supports water, sanitation, and hygiene programs in schools.
- ✓ Coordination between ministries and DPs on developing WinS programs.
- ✓ Advocate for inclusion of WinS development in annual national operational plan and especially national budget plan.
- ✓ Mobilizes resources for WinS implementation and improvement.
- ✓ Reporting on the progress of the implementation of WinS programs to MoEYS.

B) Provincial Department of Education, Youth and Sport (POE)

- ✓ Orientation or training to school directors, teachers and representatives of the SSC on WinS.
- ✓ Monitoring with DOE, school directors, and SSC in order to determine school star ranking according to criteria.
- ✓ Issue the star certificate according to criteria to schools.
- ✓ Verification and monitoring of schools that report to have achieved a star level and provide recommendation to achieve the next star level.
- ✓ Reporting on the progress situation of WinS to MoEYS (School Health Department).

C) District Office of Education (DOE)

- ✓ Orientation or training to school directors, teachers and representatives of the SSC on WinS guideline.
- ✓ Monitoring with POE, school directors, and SSC in order to determine school star ranking according to criteria.
- ✓ Verification and monitoring of schools that report to have achieved a star level and provide recommendation to achieve the next star level.
- ✓ Report on the progress of WinS situation in each city, district, and Khan to SHC of POE.

D. School Director

- ✓ Engage teachers and students to implement activities required for WinS and especially monitor and estimate the achieved star ranking.
- ✓ Develop action plan for improving the situation of WinS.
- ✓ Resource mobilization with SSC, representatives of parents, and private sector in order to develop and improve WinS.

E. School Health Focal Point

- ✓ Participate in specialized training for WASH to apply this knowledge and make it a good habit and example for students.
- ✓ Guide students on conducting hygienic activities and monitor students' implementation as well as leading the maintenance of WASH facilities and daily hygiene activities.
- ✓ Report on WASH progress to school director, especially requesting for emergency repairing.

F. Children's Council and Youth's Council

- ✓ Participate in implementing of WinS following teachers' guidance.
- ✓ Encourage classmates to use WASH facilities correctly and responsibly, especially to adopt positive behaviors on a daily basis.
- ✓ Contribute ideas to design the construction and cleaning schedule of WASH facilities.

G. School Supporting Committee and Student's Parents

- ✓ Cooperate for school development and monitor the progress of implementation of school development plan.
- ✓ Cooperate with the school director in including sections of school development plan into the Community Investment Plan (CIP).
- ✓ Contribute in capacity building measures for supporting plan preparation, program implementation, and monitoring.
- ✓ Cooperate with national educational officers and sub-national level officers in the evaluation of the star ranking and provide recommendations in order to make the school achieve the next star level.
- ✓ Support schools to maintain and strengthen its star ranking in order to achieve a higher star level.
- ✓ Support schools to secure and protect WASH facilities.
- ✓ Mobilize the local communities and stakeholders to contribute budget, labor, and materials to improve WinS.
- ✓ Guide and remind their children to practice hygiene in their daily life.