



**OFFICE OF THE CHILDREN'S REGISTRY
TERMS OF REFERENCE FOR CHILD AMBASSADORS PROGRAMME**

Background

The Office of the Children's Registry launched the Child Ambassadors Programme in May 2012, in an effort to increase awareness among children about the role of the OCR and the importance of reporting child abuse. The programme allows for children from various parts of the island to assist the OCR in raising awareness about child abuse, missing children and reporting procedures.

Characteristics of the OCR Child Ambassador

An OCR Child Ambassador is someone who:

- Is between the ages of 10-16 years old (*the applicant cannot turn 18 before May 2018*)
- Possesses excellent oral and written communication skills
- Is able to commit to at least two years of volunteering with the OCR in helping to raise awareness about child abuse, missing children and reporting
- Possesses strong leadership and teamwork skills

Duties of the OCR Child Ambassador

The OCR Child Ambassadors are expected to carry out the following activities aimed at increasing awareness about the OCR, child abuse missing children and reporting:

- Share information with family and friends
- Make presentations and representations on behalf of the OCR
- Participate in media interviews and media items (print, radio, TV, website, etc) as part of the OCR's public education campaign
- Participate in relevant OCR public education and planning activities

Scope of Service of the OCR Child Ambassador

The OCR Child Ambassadors are expected to serve mainly the community and parish in which he or she is from, but may, from time to time, be required to serve in other parts of the island, based on the relevant OCR activities being held. Ideally, there will be at least one (1) OCR Child Ambassador in each parish, serving across the six (6) Ministry of Education, Youth and Information regions across the island. Therefore each ambassador will serve within the parish and region where he/she is based. ***There is search for child ambassadors for parishes (except St. Mary and St. James) in all the six (6) regions.***

The OCR Child Ambassadors will work in conjunction with the OCR's Public Relations Officer and participate in the various activities under the public education campaign. The Ambassadors will be accompanied by an OCR staff at all activities/events and will receive administrative and technical



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support where applicable. In addition to assisting with public education, the OCR Child Ambassadors may be invited to participate in the strategic and operational planning processes of the OCR.

Period of service of the OCR Child Ambassador

The OCR Child Ambassadors are expected to serve for a minimum of 24 months (2 years) which may be broken down into five (5) hours per month. Ideally, there will be at least four Ambassadors' Meetings for the two year period, at which the OCR Child Ambassadors are expected to be in attendance. Meetings must be held at the beginning of the programme to sensitize the Ambassadors about their roles and responsibilities and at the end of the period for the Ambassadors to highlight their contribution.

Activities in which the OCR Child Ambassador will be involved

- Courtesy Calls to various stakeholders (including but not limited to the Minister of Education, Youth and Information, the heads of the Child Development Agency, the Office of the Children's Advocate, etc.
- Trainings and Workshops
- Consultations and Presentations
- Expos, Fairs, Exhibitions
- Town Hall Meetings and Sensitization Sessions
- OCR Clubs in Schools
- Other activities or meetings that may be held during this time as necessary

Responsibilities of Parents, Schools/Guidance Counselors

- The school is expected to allow the OCR Child Ambassadors the relevant time as indicated by the OCR where possible and when necessary
- Provide the necessary support for the OCR Child Ambassadors to promote reporting of child abuse and missing children in the schools, including through establishing and operating OCR clubs
- Assist the child ambassador in preparing for presentations, consultations etc.
- Attend functions/activities with the child ambassadors (when required)
- Maintain a good working relationship with the OCR
- Assist with developing and implementing OCR Clubs in Schools



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Responsibilities of the OCR

- Maintain open and effective communication link with the child ambassadors, their parents/guardians and school representatives
- Liaise with parents/guardians for the participation of Child Ambassadors in necessary activities.
- Provide any relevant technical and administrative support
- Provide necessary capacity building/training for the Child Ambassadors
- Provide list of scheduled OCR activities
- Include recommendations of child ambassadors in OCR public education campaign(s)
- Give ample notice for OCR public education assignments (where possible)
- Prepare OCR public education materials required
- Assist with ensuring that arrangements are made for transportation to OCR events