**MINISTRY OF EDUCATION AND SPORTS**

**DIRECTORATE OF EDUCATION STANDARDS**

**GUIDELINES TO OPERATE THE BOARDING SECTION IN SCHOOLS AND INSTITUTIONS**:

**Introduction.**

The Directorate of Education Standards is the quality assurance arm of the Ministry of Education and Sports tasked with the responsibility of ensuring the implementation of Policies, objectives and ensuring that targets and service standards are achieved through setting, defining and reviewing Standards in educational Practice and provision through planned series of Inspections (Education Act 2008)

The Directorate has therefore, reviewed the guidelines which are mainly drawn from the Basic requirements and Minimum Standards and some of the emerging issues which will guide the Inspection of schools that require authority to manage boarding schools but also to validate boarding schools that were given authority operate.

**Purpose**

The purpose of this guidelines is to guide the Inspectors and the school management on the requirements to operate a boarding school for either authority to do so or for ensuring compliance to the expected standards.

**Areas of Focus**

1. **Required documentation.**
2. Valid registration certificate of the school from MoES (For Private Schools)
3. Written permission to operate boarding facility from the MoES indicating the capacity that is; the number of students to occupy a given boarding facility (For schools with authority)
4. Proof of ownership or lease or tenancy agreement of the school premises drawn by an advocate/lawyer for schools in rental places
5. Occupancy permit for every dormitory.
6. Approved building plans.
7. Up to date daily dormitory registers
8. Safety and security guidelines issued by IGP
9. Food safety guidelines
10. Minutes of a meeting by SMC/ BOGs with a clear resolution on the need of having a boarding facility
11. Specific rules and regulations for boarding students

**2. General Safety and Security measures**

1. Functional Safety and Security Committees.
2. School based policies on safety and security
3. Lightning arrestors
4. Firefighting equipment like Fire extinguishers, water hydrant, sand (refer to BRMS)
5. CCTV Cameras.
6. The school must be fenced with controlled access
7. A book for registering people who enter and exit the school
8. Emergency contacts for the RDC/RCC, DPC, DEO, DIS, CAO, Town clerk, and DHO displayed.
9. Regular Fire drills.
10. **Facilities and infrastructure:**
11. **Dormitory premises**
12. Separate accommodation for each sex and age group.
13. Appropriate single or double decked beds ONLY. No wooden beds.
14. Emergency exits in each dormitory.
15. Laundry/ washing area and drying lanes.
16. Adequate and safe lighting.
17. Adequate dormitory latrines/ toilets (1:40) within the boarding facility.
18. Secure fencing and controlled access.
19. Smoke detectors in each building
20. User friendly facilities for SNE such as ramps and toilets
21. Dormitories with provision for hanging clothes.
22. Proper electrical wiring with regular power audits
23. Use of water-based paint in the dormitories.
24. Appropriate space to keep suitcases and metallic boxes of students.
25. All storied buildings must have emergency exits
26. No sockets inside the dormitories
27. **Kitchen:**
28. Appropriate kitchen with utensils’ drying rack.
29. Appropriate and adequate food storage facilities
30. Appropriate food covers (Aluminum/steel)
31. Displayed Menu (evidence of a balanced meal)
32. School Specific Guidelines on school handling
33. **Food store**
34. Food store should be separate from all other stores
35. Adequate food that can last for at least a month
36. Food racks/shelves (food should not be on the floor)
37. An up-to-date inventory
38. Proper food store records
39. **Dining hall/ eating area.**
40. Spacious and furnished with appropriate furniture and safe drinking water**.**
41. **Toilets/pit latrines.**
42. Adequate at a ratio of 1:25 with shutters, curtain walls and hand washing facilities with soap
43. Urinals for boys
44. **Bathrooms.**

1.Proper drainage system with a functional soak pit

2.Offer privacy /partitioning with curtains or doors

**g.) Waste management**

1. Rubbish pit
2. Dustbins
3. Channels for wastewater draining into soak pits
4. Incinerator(s) Functional and at least two in the school

**h) Sick bay**

1. Operated by a qualified Health worker who is registered by the nursing council.

2. Disposal system

3. well documented referral system

4. Basic drugs stocked

5. Appropriate storage facility for drugs

1. **Vermin Control Measures**

1.Termly fumigation of dormitories

1. **Human resource**
2. A specific senior member of the administration in charge of the dormitoriesand resident at school.
3. Minimum academic qualification for matron is primary seven and should be regularly exposed to training on child welfare, protection and rights
4. Minimum age of matron is 30 years
5. Matrons to be examined medically every six months
6. Resident Matron/Warden within the dormitories.
7. Adequate cooks with appropriate uniform (head gear, apron, and appropriate shoes).
8. Qualified health worker
9. Cleaners with uniforms
10. School cooks undergo medical examination every six months.
11. Guards in place on 24- hours surveillance and working in pairs.
12. Guards with basic security knowledge deployed in the Dormitories
13. Regular capacity building for all non – teaching staff on safety and security
14. **Support systems**
15. Psychosocial supportprograms
16. Life skills for instance prevention of self-harm and management of peer bulling and adult abuse
17. Awareness on harmful practices
18. Spiritual and moral care
19. Personal security

Annex 1

**MINISTRY OF EDUCATION AND SPORTS**

**REQUIREMENTS TO OPERATE BOARDING SECTION/SCHOOL**

**NAME OF SCHOOL:…………………………………………………………………………………………………………………**

**TYPE OF SCHOOL:…………………………………………………DISTRICT:………………………………………………….**

**PROPRIETOR(S):…………………………………………………………….TEL.NO:……………………………………………**

The schools that wish to operate as boarding schools or day and boarding will seek permission to do so following the guidelines below:

1. **GENERAL REQUIREMENTS:**

i. An identifiable proprietor/foundation body. He/she must be a person or community or organization of good reputation and reliable financial standing.

ii. Written proof of ownership or lease of land on which the school is situated or tenancy agreement for at least five years (in case of hired buildings).

iii. The school should have been licensed and registered by appropriate authority (The Permanent Secretary, MoES). ***License/Regn Certificate to be attached.***

iv. For a new school starting, it should first fulfill the requirements for Licensing and Registration of the school.

|  |  |  |  |
| --- | --- | --- | --- |
| **S/N** | **REQUIREMENTS** | **AVAILABLE** | **NOT AVAILABLE** |
| 1. | Application Form |  |  |
| 2. | Proprietor’s CV and Photo |  |  |
| 3. | Head teacher’s CV and Photo |  |  |
| 4. | Directorate of Education Standards Regional Report |  |  |
| 5. | District Inspection Report for boarding section |  |  |
| 6. | Health Inspection Report for boarding section |  |  |
| 7. | Approved building plans for the dormitories |  |  |
| 8. | Every building to have an occupancy permit |  |  |
| 9. | The minimum academic qualifications for matrons (should be primary seven and not above 30 years) attach the photocopy of her National Identity Card |  |  |
| 10. | Safe latrines for learners with strong structures and reasonable squat hole |  |  |
| 11. | A letter showing that cooks underwent a medical examination at least once a year |  |  |
| 12. | Catering staff must wear uniforms with headgears |  |  |
| 13. | Each school should have evidence of its food safety and security committee in place |  |  |
| 14. | **Photos for the following to be attached:** |  |  |
|  | 1. Back and Front views of the dormitories 2. Separated accommodation for each sex and age 3. Front and behind view of the dormitories 4. Single and double Deckers for children 5. Provision for laundry, areas where clothes are dried and maintenance of shoes 6. Emergency exit 7. Matron’s room. Must be residing in the dormitory 8. A pit latrine stance or one water closet per every 15 pupils basing on the enrolment in the dormitory 9. Separate latrines for male and female learners,   separate latrines for male and female staff and should have shutters   1. Latrines for the special needs learners 2. Dustbins and refuse pit 3. Facilities for provision and disposal of sanitary towels 4. Adequate bathrooms and providing privacy to learners i.e. (one bathrooms per 10 learners) 5. Accessible bathing facilities for children with special needs 6. Separate facilities for each sex |  |  |
| 15. | **Photos for food hygiene to be attached as below:** |  |  |
|  | 1. Catering staff wearing uniforms and headgears 2. A kitchen 3. Utensils’ drying racks 4. Adequate food stores with enough shelves for holding the food |  |  |
| 16. | **Photos for Safety promotion and injury prevention** |  |  |
|  | 1. Boarding facilities securely fenced 2. A functional fire extinguisher on every block of the dormitories |  |  |

**N.B:** ***Each school to be visited by a representative from DES. The report should be signed by the Director, Directorate of Education Standards.***

**OBSERVATION:**

**……………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………….**

1. **Recommended ( ) 2. Not recommended**

**Give reasons**

**………………………………………………………………………………………………………………………………………………..………………………………………………………………………………………………………………………………………………..…………………………………………………………………………………………………………………………………………….**

**Signature:……………………………………………………………Date:……………………………………………………………………………………………………………………..**

**Title/Designation:……………………………………………………………………………………………………………**