



**ORIONE COMMUNITY TRAINING CENTRE**

**CHILD PROTECTION POLICY  
2019**

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## Table of Contents

1	INTRODUCTION.....	5
1.1	ABOUT THE ORIONE COMMUNITY TRAINING CENTRE.....	5
1.2	WHY PROTECT CHILDREN AND YOUTH WITH SPECIAL NEEDS?.....	5
1.2.1	Mission Statement.....	7
1.2.2	Vision Statement.....	7
1.3	DEFINITIONS.....	8
2	PROTECTION POLICY.....	11
2.1	CREATION OF THE CHILD PROTECTION POLICY.....	11
2.2	CHILD PROTECTION POLICY.....	11
2.3	CODE OF CONDUCT.....	11
3	RECORD KEEPING.....	13
3.1	Student files.....	<b>Error! Bookmark not defined.</b>
3.1.1	Part 1 – Administrative.....	<b>Error! Bookmark not defined.</b>
3.1.2	Part 2 – Education and development.....	<b>Error! Bookmark not defined.</b>
3.1.3	Part 4 – Vocational training.....	<b>Error! Bookmark not defined.</b>
3.2	Physiotherapy files.....	<b>Error! Bookmark not defined.</b>
3.3	Occupational therapy files.....	<b>Error! Bookmark not defined.</b>
3.4	Speech therapy file.....	<b>Error! Bookmark not defined.</b>
3.5	Medical file.....	<b>Error! Bookmark not defined.</b>
<p>All members of staff shall be committed to have proper record keeping and due regard of procedures. This is not only important for child protection but also to protect the Centre in the face of legal risks. <b>Error! Bookmark not defined.</b></p>		
4	AWARENESS OF THE PROTECTION POLICY.....	13
5	SAFE RECRUITMENT, INDUCTION AND TRAINING.....	14
5.1	INDUCTION OF NEW STAFF INCLUDES TRAINING ON CHILD PROTECTION POLICIES AND PRACTICES.....	14
6	KEEPING CHILDREN SAFE.....	15
6.1	GUIDELINES REGARDING ACCEPTABLE AND UNACCEPTABLE BEHAVIORS.....	15
6.1.1	Concerning risky situations.....	15
6.1.2	Concerning physical behavior.....	15
6.1.3	Concerning psychosocial behavior.....	16
6.1.4	Concerning peer abuse.....	16
6.1.5	Concerning physical environment.....	16
6.2	GUIDELINES REGARDING RECOGNIZING SIGNS OF ABUSE AND REDUCING RISKY SITUATIONS.....	17
6.2.1	Possible signs of neglect:.....	17
6.2.2	Possible signs of emotional abuse:.....	17
6.2.3	Possible signs of sexual abuse:.....	18



6.2.4	Possible signs of physical abuse:.....	18
6.2.5	Possible signs of concern regarding adult behavior:.....	19
7	COMPLAINTS SYSTEM – REPORTING PROCEDURE .....	20
7.1	COMPLAINT’S/ REPORTS BY CHILDREN AND YOUTH UNDER OUR CARE .....	20
7.1.1	During the conversation with the child or youth under our care: .....	20
7.1.2	Further actions in relation to the child or youth: .....	21
7.2	REPORTING PROCEDURES .....	21
8	INVESTIGATION.....	22
8.1	COMMUNICATIONS WITH EXTERNAL MEDIA AND THE PUBLIC.....	24
9	EMERGENCY SITUATIONS.....	25
9.1	ADVISE AND SUPPORT .....	25
10	MONITORING AND REVIEW.....	26
10.1	MONITORING .....	26
10.2	REVIEW .....	26
10.3	USE OF PHOTOGRAPHS, VIDEO AND OTHER REPRODUCTIONS .....	26
11	APPENDIXES .....	29
12	APPENDIX 1 .....	30
12.1	EMERGENCY CONTACTS AND SUPPORT NETWORK .....	30
13	APPENDIX 2 .....	32
13.1	ORIONE COMMUNITY TRAINING CENTRE.....	32
	INCIDENT REPORT FORM.....	32
14	APPENDIX 3: .....	37
14.1	GUIDELINES WHEN A CHILD IS LOST/CANNOT BE SEEN. ....	37
15	APPENDIX 4: .....	38
15.1	AUTHORIZATION TO USE PHOTOGRAPHS, VIDEO AND AUDIO REPRODUCTIONS OF CHILDREN AND YOUTH IN PUBLICATIONS OF THE SONS OF DIVINE PROVIDENCE.....	38
16	APPENDIX 5: .....	40
16.1	VOCATIONAL TRAINING CONSENT FORM .....	40
17	APPENDIX 6: .....	42
17.1	LETTER OF AUTHORITY.....	42
18	APPENDIX 7: .....	43
18.1	PHYSIOTHERAPY AND OCCUPATIONAL THERAPY CONSENT FORM.....	43
	For students .....	43
19	APPENDIX 8: .....	45
19.1	PHYSIOTHERAPY AND OCCUPATIONAL THERAPY CONSENT FORM.....	45
	For the use of children and persons with no ability to give consent .....	45
20	APPENDIX 9: .....	47



20.1	PHYSIOTHERAPY AND OCCUPATIONAL THERAPY CONSENT FORM.....	47
	Adult clients.....	47
21	APPENDIX 10: .....	49
21.1	PHYSIOTHERAPY AND OCCUPATIONAL THERAPY INTAKE FORM .....	49
22	APPENDIX 11: .....	52
22.1	ORIONE COMMUNITY TRAINING CENTRE.....	52
	POLICY ON OFFICIAL COMMUNICATION WITH EXTERNAL PERSONS AND MEDIA.....	52



## 1 INTRODUCTION

### 1.1 ABOUT THE ORIONE COMMUNITY TRAINING CENTRE

The Orione Community Training Centre is a charitable institution founded and run by the Sons of Divine Providence Congregation of the Catholic Church to provide rehabilitation and habilitation services, vocational training and education to children and youth with intellectual disability.

The Sons of Divine Providence was founded in Italy in 1893 by Luigi Orione<sup>1</sup> (1872-1940).

Under the charism of their founder, The Sons of Divine Providence dedicate their lives to help the poor, the young, the elderly, the sick, and people with disabilities.

In 2005, priests of the Sons of Divine Providence focused on the plight and suffering faced by humble families with children and youth with intellectual disabilities. With its strong charism, the Orione Community Training Centre was started in 2005 in Kaburugi, Thika and in 2015, another Centre was opened in Ongata Rongai.

The Orione Community Training Centre works in 3 main areas:

- I. Education.
- II. Rehabilitation and habilitation.
- III. Vocational Training.

The Centre has students with cerebral palsy, autism, hydrocephaly, microcephaly, Down syndrome and other conditions which give rise to intellectual disability.

### 1.2 WHY PROTECT CHILDREN AND YOUTH WITH SPECIAL NEEDS?

The World Health Organisation defines intellectual disability as “a *significantly reduced ability to understand new or complex information and to learn and apply new skills (impaired intelligence). This results in a reduced ability to cope independently (impaired social functioning), and begins before adulthood, with a lasting effect on development*”. Intellectual disability can be brought about by many conditions including autism, cerebral palsy, hydrocephaly, microcephaly and Down syndrome, diseases and injuries to the brain.

Intellectual disability make persons experience challenges in the following critical areas:

- I. Communication. They therefore are not able to raise alarm, call for help or ask for assistance.
- II. Decreased ability to detect risk. This may cause them to be more exposed to physical and sexual abuse and getting lost.
- III. Behavioural issues such as wandering off or running away, self-injury. etc.

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<sup>1</sup> St. Luigi Orione was beatified in Rome on 26<sup>th</sup> October 1980 by Pope John Paul II. The same Pope declared him a Saint on 16<sup>th</sup> May 2004.

Due to this, persons with intellectual disabilities become incredibly vulnerable to the following risks:

- I. Sexual abuse
- II. Physical abuse and violence.
- III. Neglect.
- IV. Wandering off and getting lost.

Research done on the vulnerability of persons with intellectual disability show an urgent need of action:

Children with intellectual disability are at least 3 times more likely than persons with no intellectual disability to experience child abuse and neglect.<sup>2</sup> Once these children reach school age, youth with intellectual disability are most likely to experience bullying and peer victimization than their typically developing age mates.<sup>3</sup> Finally adults with intellectual disability (versus those without) are at increased risk of experiencing physical and sexual abuse, robbery and personal theft.<sup>4</sup>

The situation is made worse by the discrimination and ignorance associated with mental health and intellectual disabilities in Kenya. This makes protecting these persons even more critical.

The Orione Community Training Centre is committed to protecting children and youth with special needs.

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<sup>2</sup> (Sullivan & Knutson, 2000)

<sup>3</sup> [Cappadocia, Weiss, & Pepler, 2012](#); [Sentenac, Gavin, Arnaud, Molcho, Godeau, & Gabhainn, 2012](#); Sterzing, Shattuck, Narendorf, Wagner, & Cooper, 2012 Available at <http://www.ncbi.nlm.nih.gov/pmc/articles/PMC3670772/#R3> (Accessed on 20 March 2016)

<sup>4</sup> [Fisher, Moskowitz, & Hodapp, 2012](#); [Wilson & Brewer, 1992](#) Available at <http://www.ncbi.nlm.nih.gov/pmc/articles/PMC3670772/#R32> (Accessed on 24 March 2016)



### *1.2.1 Mission Statement*

Orione Community training Centre, is guided by a mission to help learners in need of special support to form a good character and understand their responsibility as members of the community and develop a constructive attitude to life, so they can reach their maximum development and independence accompanied by members of their family, professionals, benefactors and community.

### *1.2.2 Vision Statement*

To be a center of excellence in rehabilitation and inclusion of students with special needs in the society.

### 1.3 DEFINITIONS

#### **Administration**

Refers to the group of individuals who are in charge of creating and enforcing rules and regulations in the Orione Community Training Centre. These comprise of the Director, Head teacher, Project Manager and Administration Officer.

#### **Advisory board**

The advisory board is volunteer group of not less than 7 members of high moral character and expertise who will be formed within 30 days of approval of this policy to give non-binding advice and support to the administration of the Centre in matters of implementation of this policy.

#### **Child**

For the purposes of this policy, a “child” is defined as anyone under the age of 18, in line with the UN **Convention on the Rights of the Child (CRC)**. This is also in line with the **Constitution of Kenya 2010** which defines a child as ‘*an individual who has not attained the age of eighteen years*<sup>5</sup>’.

#### **Child abuse**

According to the **World Health Organization**, “Child abuse” or “maltreatment” constitutes ‘all forms of physical and/or emotional ill-treatment, sexual abuse, neglect or negligent treatment or commercial or other exploitation, resulting in actual or potential harm to the child’s health, survival, development or dignity in the context of a relationship of responsibility, trust or power<sup>6</sup>.’

The **Children Act No 8 of 2001** describes “child abuse” to include physical, sexual, psychological and mental injury it further defines a “disabled child” to mean a child suffering from a physical or mental handicap which necessitates special care for the child.

These definitions therefore point to four types of abuse:

- I. Physical abuse: including hurting or injuring a child, inflicting pain or smothering.
- II. Sexual abuse: including direct or indirect sexual exploitation or corruption of children by involving them (or threatening to involve them) in inappropriate sexual activities.
- III. Emotional abuse: repeatedly rejecting children, humiliating them or denying their worth and rights as human beings.
- IV. Neglect: the persistent lack of appropriate care of children, including love, stimulation, safety, nourishment, warmth, education, and medical attention.

A child who is being abused may experience more than one type of cruelty.

Discrimination, harassment, and bullying are also abusive and can harm a child, both physically and emotionally.

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<sup>5</sup> Article 260 Constitution of Kenya 2010

<sup>6</sup>The WHO definition of Child Abuse as defined by the Report of the Consultation on Child Abuse Prevention WHO – 1999.





### ***Child protection***

A broad term to describe philosophies, policies, standards, guide lines and procedures to protect children from both intentional and unintentional harm.

### ***Children and youth under our care***

This term has the covers students of the Orione Community Training Centre and other children and youth who come into contact with the Centre including members of the Orione Club.

### ***Disability.***

The UN **Convention on the Rights of Persons with Disabilities (CRPD)** defines disability as an evolving concept and that disability results from the interaction between persons with impairments and attitudinal and environmental barriers that hinders their full and effective participation in society on an equal basis with others<sup>7</sup>

This definition points out that disability is **not within** a person, but that it comes from the interaction of the person with an impairment with **attitudes of the society and the environment.**

### ***'Our students' or 'Students'***

As used in this policy refers to children and youth of the Orione Community Training Centre who have special needs. This also covers persons with special needs who are in contact with our students and members of the Orione Club.

### ***Orione Club***

Refers to the club where interested children and youth from the community register as members. The club members carry our extra-curricular activities in the Centre's premises and are part of the social integration and awareness creation efforts of the Centre.

### ***Persons with disabilities.***

The UN **Convention on the Rights of Persons with Disabilities (CRPD)** defines persons with disabilities as to include those who have long-term physical, mental, intellectual or sensory impairments which in interaction with various barriers may hinder their full and effective participation in society on an equal basis with others.

### ***Policy***

A statement of intent that demonstrates a commitment to safeguard persons from harm and describes in detail the requirements of a safe and positive environment for the intellectually disabled. It sets a clear standard and goals for the organization.

### ***Staff***

This is used to refer to persons employed for wages or a salary at the Orione Community Training Centre and also includes casual employees.

### ***Students with special needs.***

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<sup>7</sup> Preamble (e) of the CRPD



Throughout this policy, this is used to refer to children and youth of the Orione Community Training Centre.

***Volunteer***

Refers to an individual or a group which provides services for no financial gain to benefit the Orione Community Training Centre.



## 2 PROTECTION POLICY

### 2.1 CREATION OF THE CHILD PROTECTION POLICY.

The administration of the Orione Community Training Centre (“the Centre”) in conjunction with the Advisory Board created, approved, and endorsed the current Child Protection Policy and Code of Conduct including child protection.

### 2.2 CHILD PROTECTION POLICY

The United Nations Convention on the Rights of Persons with Disabilities (“UNCRPD”) reaffirms that children and youth with disabilities have the right to participate and enjoy life on an equal basis with other persons.

Therefore, the situation of persons with intellectual disability (which also sometimes give rise to other disabilities such as physical disability and visual impairment) must be improved through the promotion of their rights as set out in the UNCRPD.

Although Kenya ratified the UNCRPD, there is a lack of specific regulations to enforce the protection of children and young people with intellectual disabilities.

This policy sets the Centre’s common values, principles and beliefs and details the steps to meet our commitment to protect our students.

### 2.3 CODE OF CONDUCT

All staff members must sign up to and abide by the following code of conduct.

Relevant sections of the code of conduct also apply to visitors, volunteers and other persons who come into contact with our students:

Do not

1. Hit or otherwise physically assault, exploit or indulge in any kind of abuse to children and youth under our care.
2. Develop physical and sexual relationship with children and youth under our care.
3. Exploit the innocence of children and youth under our care.
4. Develop relationship with children and youth under our care which could in any way be deemed exploitative or abusive.
5. Act in ways that may be abusive or may place a child or youth in our care at risk of abuse.
6. Use inappropriate, offensive or abusive language.
7. Behave in an inappropriate or sexually provocative manner.
8. Do things that the students can do for themselves.
9. Participate in illegal, unsafe or abusive behavior against the children and youth under our care.

10. Act in ways intended to humiliate or degrade the children and youth in our care or perpetrate any form of emotional abuse.
11. Discriminate or show differential treatment or favor a child or youth under our care based on caste, religion or class.
12. Perform any action which may constitute poor practice or potentially abusive behavior.

#### Do

1. Be aware of and manage situations which may present risks for the children and youth under our care.
2. Plan and organize the work and the workplace to minimize risks.
3. As far as possible, be visible when working with children and youth under our care.
4. Ensure that a culture of openness exists to enable any issues or concerns to be raised and discussed.
5. Ensure that a sense of accountability exists among the staff so that poor practice or potentially abusive behavior is addressed immediately.
6. Talk to children and youth under our care about their relationship with the staff or others and encourage them to raise any concerns.
7. Empower children and youth under our care and discuss with them their rights, including what is acceptable and unacceptable and what they can do if they face a violation of their rights.
8. When the students are taken to excursions or tours, ensure their safety and security. The staff and the coordinator who accompany them will be responsible and all safety precautions shall be taken. Each staff member who accompanies the students shall be assigned with specific duties and act swiftly if risky situations appear.



### 3 RECORD KEEPING

The Centre acknowledges that proper record keeping is paramount to professional standards of service and child protection practices.

The Director shall come up with guidelines and procedures to ensure that proper records of students are kept and maintained by the Administration and staff.

### 4 AWARENESS OF THE PROTECTION POLICY

The Centre will disseminate the policy regulations among the local community and will invite all community members to provide feedback with a two-fold goal: improving the regulations and spreading awareness of children's rights.

All staff members, volunteers, partners and visitors will have access to a copy of the final child policy regulations and they will sign the following statement assuming the compromise to abide by those regulations.

A copy of the Child Protection Policy will be placed at the reception.

Children and youth under our care will also be sensitized on the Child Protection Policy.

**Statement:**

**I have read and fully understand this Child Protection Policy and agree to adhere strictly to all the provisions therein.**

**Name .....**

**Signature .....**

**Job title.....**

**Date.....**

**Witness Name.....**

**Witness Signature.....**

The policy regulations will be translated into Kiswahili and will be displayed in English and Kiswahili at the reception of the Centre.



## 5 SAFE RECRUITMENT, INDUCTION AND TRAINING

The Centre meets the commitment to protect children and youth under its care by ensuring that staff members and volunteers are safely recruited/vetted , inducted and trained on the rights of children and youth with intellectual disabilities and, particularly, on prevention of abuse.

Concerning safe recruitment/vetting, staff members and volunteers must provide:

- I. Certificate of good conduct.
- II. Verifiable letters of recommendation from known institutions (only for volunteers)
- III. Letters of recommendation from professional or religious sources (only for staff members)

Additionally, staffing procedure includes interviews to check the candidate' suitability for working with young persons with disabilities.

After a successful recruitment, employment contracts require staff to sign a document acknowledging that they are aware of and will adhere to the child protection policy, and that they are aware of the possible disciplinary actions as a consequence of breaching the policy.

### 5.1 INDUCTION OF NEW STAFF INCLUDES TRAINING ON CHILD PROTECTION POLICIES AND PRACTICES

All staff will have periodic training to keep up to date on child protection, skills to lessen risks to the students, and refresh procedures where concerns arise about students' safety.

## 6 KEEPING CHILDREN SAFE

### 6.1 GUIDELINES REGARDING ACCEPTABLE AND UNACCEPTABLE BEHAVIORS

Staff, volunteers and visitors must follow the following guidelines which establish behaviors that are acceptable and which ones are unacceptable when working with the students.

#### 6.1.1 Concerning risky situations

##### **DO NOT**

1. Develop physical/sexual relationships with children and youth under our care.
2. Engage in or allow sexually provocative games with children and youth under our care to take place.
3. Behave in a manner that is inappropriate or sexually provocative with children and youth under our care.
4. Do things of a personal nature that a child or youth under our care could do for him/herself, including dressing, bathing, and grooming.
5. Condone or participate in behavior that is illegal or unsafe.
6. Be alone with a single child or youth under our care, particularly overnight, at the personal home, or at the students' home
7. Show favoritism or spend excessive amounts of time with one child or youth under our care.

##### **DO**

1. Whenever possible, be accompanied by a second adult when working with a child or youth under our care.
2. Whenever possible, meet with the students in central and public locations.
3. Avoid any behavior that could be interpreted by others as inappropriate or sexual.
4. Immediately document the circumstances of any situation that might be misconstrued by others.

#### 6.1.2 Concerning physical behavior

##### **DO NOT**

1. Hit or otherwise physically assault or physically abuse a child or youth under our care.

##### **DO**

1. Wait for appropriate physical contact such as holding hands to be initiated by the student.
2. Ask permission from the students / guardians before photographing them except under exceptional circumstances. Always act with the students' best interest at heart.

### 6.1.3 Concerning psychosocial behavior

#### **DO**

1. Be aware of the power balance between an adult and a student, and avoid using this situation to your advantage.

#### **DO NOT**

1. Use language that will mentally or emotionally harm a child or youth under our care.
2. Suggest inappropriate behavior to children and youth under our care.
3. Act in any way with the intention to embarrass, shame, humiliate or degrade a child or youth under our care.
4. Encourage any inappropriate attention seeking behavior, such as tantrums by a child or youth under our care.
5. Show discrimination based on race, culture, age, gender, disability, religion, sexuality, or political persuasion.

### 6.1.4 Concerning peer abuse

#### **DO**

1. Be aware of situations of potential peer abuse.
2. Encourage the Centre's partners to develop special measures/supervision to protect young and especially vulnerable children and youth with intellectual disabilities.
3. Avoid placing the children and youth under our care in high-risk peer situations.

#### **DO NOT**

Allow children and youth under our care to engage in sexually provocative games with each other.

### 6.1.5 Concerning physical environment

#### **DO**

1. Encourage partners to develop clear rules to address specific physical safety issues particularly for projects based near water, heavy road traffic, railway lines or other type of risky physical environment.
2. Adequately supervise and protect the children and youth under our care at all times.



## 6.2 GUIDELINES REGARDING RECOGNIZING SIGNS OF ABUSE AND REDUCING RISKY SITUATIONS.

Recognizing indications of potential abuse is complex and there is no simple checklist to allow easy recognition.

However, staff, volunteers and visitors must observe and assess the following guidelines to prevent or stop potential abuse.

### 6.2.1 Possible signs of neglect:

- Frequent hunger.
- Failure to grow.
- Stealing or gorging food.
- Poor personal hygiene.
- Constant tiredness.
- Inappropriate clothing.
- Frequent lateness or non-attendance at school.
- Untreated medical problems.
- Low self-esteem.
- Poor social relationships.
- Compulsive stealing.
- Drug or alcohol abuse.

### 6.2.2 Possible signs of emotional abuse:

- Delayed of physical, mental or emotional development.
- Anxiety.
- Self-injuring.
- Delayed speech or sudden speech disorder.
- Fear of new situations.
- Low self-esteem.

- Inappropriate emotional responses to painful situations.
- Extremes of passivity or aggression.
- Drug or alcohol abuse.
- Chronic running away.
- Compulsive stealing.
- Obsessions or phobias.
- Sudden under-achievement or lack of concentration.
- Attention seeking behavior.
- Persistent tiredness.
- Lying

#### 6.2.3 Possible signs of sexual abuse:

- Age inappropriate sexualized behavior.
- Physical indicators (general and in genital and anal areas).
- Behavioral indicators (general and sexual), which must be interpreted with regard to the individual students' level of functioning and development stage

#### 6.2.4 Possible signs of physical abuse:

- Bruises, bumps, sprains, dislocations, bites, cuts.
- Improbable excuses given to explain injuries.
- Injuries that have not received medical attention.
- Injuries that occur to the body in places, which are not normally exposed to, falls, rough games, etc.
- Repeated urinary infections or unexplained stomach pains
- Refusal to discuss injuries.
- Withdrawal from physical contact.
- Covered arms and legs.
- Fear of returning home or of parents being contacted.
- Showing wariness or distrust of adults.
- Self-destructive tendencies.
- Being aggressive towards others.



- Being very passive and compliant.
- Chronic running away.
- Self-injuring

#### 6.2.5 Possible signs of concern regarding adult behavior:

- A person in whose presence a child / children or youth under our care becomes unusually distressed or agitated can be a cause for concern.
- A member of staff, volunteer, or parent asking a child to lie is a cause for concern.

## 7 COMPLAINTS SYSTEM – REPORTING PROCEDURE

Students and parents can raise concerns, confidentially if necessary, about unacceptable behavior by other staff to the Child Protection Officer or the Director or Head teacher. The staff may also file complaints relating to parents and guardians in the spirit of the 'best interest of the child'.

Contact information of the Child Protection Officer, including a dedicated e-mail address will be made available to staff members, volunteers, parents, visitors and other persons.

### 7.1 COMPLAINT'S/ REPORTS BY CHILDREN AND YOUTH UNDER OUR CARE

If a child or youth under our care raises a concern related to situations of potential abuse to a staff member, or a parent, they must follow these guidelines:

#### 7.1.1 During the conversation with the child or youth under our care:

1. Take seriously any concerns raised by the child or youth and accept what the student says.
2. Keep calm.
3. Don't panic.
4. Don't seek help while the child or youth is talking.
5. Be honest.
6. Look at the child or youth directly.
7. Do not appear shocked.
8. Let the child or youth know that you need to tell what happened to someone else.
9. Assure the student that they are not to blame for the abuse.
10. Do not ask leading questions.
11. Do not fill in words, finish their sentences, or make assumptions.
12. Try not to repeat the same questions to the child or youth.
13. Never push for information.
14. Be aware that the student may have been threatened.
15. Follow these phrases:
  - Repeat the last few words in a questioning manner
  - 'I believe you'
  - 'I am going to try to help you'
  - 'I will help you'



- 'I am glad that you told me'
- 'You are not to blame'

16. Avoid saying these phrases:

- 'You should have told someone before'
- 'I can't believe it! I'm shocked!'
- 'Oh that explains a lot'
- 'No not...he's a friend of mine'
- 'I won't tell anyone else'
- 'Why? How? When? Where? Who?'

#### 7.1.2 Further actions in relation to the child or youth:

1. Reassure the child or youth that it was right to tell you.
2. Let the child or youth know what you are going to do next and that you will let them know what happens.
3. Take proper steps to ensure the physical safety and psychological well-being of the child or youth. This may include referring them for medical treatment or to a psychologist.

## 7.2 REPORTING PROCEDURES

The Centre shall regularly release and update reporting guidelines for special circumstances. An example of this are the 'guidelines when a child is lost / cannot be seen' which are in Appendix 3 of this policy. The guidelines shall be well circulated and made available to all staff.

Reports and complaints shall be formally made by filling and submitting an 'incident report form' which is found at Appendix 2 of this policy. The forms will be readily available in soft copy and hard copies at the reception.

Complaints may also be made to the Child Protection Officer or in special circumstances the Head teacher or the Director using other reasonable means. Once it is reported to them by these means, they will fill an 'incident report form' themselves to document the report.

The person making the report or complaint or report may elect to remain anonymous. However, certain circumstances may compel you to reveal your identity e.g. if the police are to be involved.

Reports that are made maliciously or not in good faith shall warrant strict disciplinary action in line with the Child Protection Policy.

Once the report is received by the Child Protection Officer, the Officer shall:

- I. Record the incident in the incident record book on a fresh page. He shall assign the report a reference number in the following manner: CP/initials of the child or youth in question/date of report/month/year. For example, a report made about the mistreatment of a child called Peter

Smith and received on 2<sup>nd</sup> March 2019 shall have the following reference number CP/PS/2/3/19.

- II. His record shall clearly capture:
  - a. The name, contact information and age of the person making the report.
  - b. The relationship of the person making the report and the child eg. Teacher, parent, volunteer, the child in person.
  - c. The time the report was made.
- III. The Child Protection Officer shall write down the report / complaint in the clearest manner as the person reports. The person reporting may also write down the report / complaint themselves.
- IV. The Child Protection Officer shall then read the report / complaint back to the person reporting to make sure that it is well captured and that nothing has been omitted.
- V. The Child Protection Officer shall then ask the person making the report to sign against it. The officer shall sign and date the report.
- VI. The Child Protection Officer shall inform the person making the report that they will receive feedback on the progress within 24 hours.
- VII. The Child Protection Officer shall notify the Director and the Head teacher about the complaint / report in writing within reasonable time but not more than 2 hours of the report being made. The Head teacher shall note the incident book reference number on a paper and file it in the student file.
- VIII. The Child Protection Officer shall then consult if necessary and decide on a course of action. He shall document all efforts and decisions made in the incident report book where the report was entered.
- IX. Any decision made by the Child Protection Officer shall be communicated to the Director except in very special circumstances which should be recorded.
- X. The Child Protection Officer if he deems fit or under the advice of the Director shall open a Child Protection File for the particular incident report and assign the SAME reference number as is in the incident report book. For example, a file for the mistreatment of Peter Smith will bear the File Reference Number CP/PS/2/3/19.
- XI. The Head teacher shall note on a piece of paper that a child protection file has been opened and file reference number and file it in the student's file.
- XII. Photocopies of the relevant pages in the incident report book shall form the first pages in the particular Child Protection File.

## 8 INVESTIGATION



The Child Protection Officer is the primary officer for investigating child protection incidents in the Centre.

Persons under investigation including staff shall act appropriately and effectively in instigating or cooperating with any subsequent process of investigation.

The Child Protection Officer shall act guided through the child protection and participation process by the principle of the “child’s best interest”.

The Child Protection Officer may seek legal advice and the advice of the Centre’s support network including the Orione Advisory Board, Strathmore Law Clinic and the Children Department.

If necessary and in circumstances mandated by law, a formal referral to the authorities (the Police and the Children Department) shall be made.

If it is decided that external reporting should not take place then there must be a clear rationale for that decision which should be recorded. The decision not to report in such circumstances should be unanimously approved by the Administration.

When a case is immediately dropped, the reasons for doing so shall be communicated to the person who reported the matter.

Depending on the outcome of the independent investigation, if it comes to light that anyone associated with the Centre committed acts in relation to children and youth under our care which are criminal, grossly infringe children’s rights, or contravene the principles and standards contained in this document, the Centre will take immediate disciplinary action and any other action which may be appropriate to the circumstances.

Disciplinary actions include: warning or dismissal for employees, ending the relationship with the organization for volunteers, withdrawal of funding or support for partners, and termination of contract for contractors.

Depending on the nature, circumstances, and location of the case, the Centre will also consider involving the police to ensure the protection of children and youth under our care and follow up with criminal prosecution where this is appropriate.

If a staff member, volunteer, or visitor is determined to be an abuser, they will be immediately removed from any and all projects and if the abuse constitutes a criminal offence, criminal proceedings will follow.

When investigating and determining the concerns or complaints, the process should always be fair and any adverse determination should be open to challenge through an appeals process.

The Centre will ensure that any organization that they partner with meets the minimum standards of protection for children in their programs.



## 8.1 COMMUNICATIONS WITH EXTERNAL MEDIA AND THE PUBLIC.

The Centre needs to be able to communicate accurately, effectively and consistently with a variety of diverse audiences including the media on issues and incidents relating to child protection.

All members of staff are expected to have read and understood the “policy on official communication with external persons and media”. The policy is at Appendix 11 of this policy.

For purposes of this policy, the Child Protection Officer, Head teacher and the Director are the primary and official liaison to the news media and the public with regards to incidents of child protection.

All inquiries seeking an official response or a statement on behalf of the Centre should be directed to the Child Protection Officer or the Director.

No member of staff may make official statements on behalf of the Centre without consultation with, and express authorization from the Director, Head teacher or Child Protection Officer.

All staff members must adhere to relevant policies and the Internal Staff Regulation as well as all national and international laws and policies regarding the release of information about activities of the Centre, or its employees, students, volunteers, clients or benefactors.

A breach of these provisions will lead to disciplinary action.



## 9 EMERGENCY SITUATIONS

The Centre shall prepare, maintain and regularly update emergency contact information for key institutions and people for use in case of emergency. 'Emergency contacts and support network information' is available at Appendix 1 of this policy. The information shall be displayed in the Centre's notice board and all staff members and persons of interest should have the information either in soft copy or hard copy.

If a staff member, volunteer, or visitor faces a situation that involves immediate harm to a student they must follow the following guidelines:

1. Act without delay, as inaction may place the student in further danger.
2. If you know any information about the maltreatment of a child, it is your responsibility file a report.
3. If appropriate, report concerns to the appropriate external bodies. This will usually occur as a consequence of the reporting procedure. However, if urgent action is required to protect children then it may be prior to the reporting procedure.
4. If an emergency situation emerges, the student or the staff can call and ask the Child Protection Officer to be present in the project immediately.

### 9.1 ADVISE AND SUPPORT

The Centre is establishing networks at the local, national and international level with relevant child protection and welfare agencies.

Contact details for these networks, local child protection resources, safe places, national authorities and emergency medical help will be readily available at the front-desk of the Centre. 'Emergency contacts and support network information' is available at Appendix 1 of this policy. The information shall be displayed in the Centre's notice board and all staff members and persons of interest should have the information either in soft copy or hard copy.

Children and youth under our care will be provided with information on where to go for help and advice in relation to abuse, harassment and bullying through graphic and simple educational tools to be developed by the Centre in cooperation with the local community.

Staff members with special responsibilities for keeping children and youth under our care safe such as the class room teachers, cooks, care taker, guards and farm staff have access to specialist advice, support and information from members of the Advisory Board with relevant expertise and support institutions such as students and staff of the Strathmore Law Clinic<sup>8</sup>.

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<sup>8</sup> The Strathmore Law Clinic is a student driven project by law students at the Strathmore University Law School. Strathmore Law Clinic will collaborate with Orione Centre to advance the rights and well-being of children with disabilities and contribute to the creation of a conducive educational and social environment. The partnership with Orione Centre and Strathmore Law School students will seek to achieve the following goals: prevention of violation of rights of persons with disability and redress for violation of their rights.

## 10 MONITORING AND REVIEW

### 10.1 MONITORING

Details of protection incidents will be registered in the confidential incident report book with the Child Protection Officer and compiled into an overall report and given to the administration to systematize the data from the experiences and formulate recommendations to address identified risks. There will be a documented follow up on implementation of endorsed recommendations.

There are standard operating procedures that include management and staff responsibilities for implementing protection policy and associated measures. A Work Implementation Plan will be done by the administration with the leadership of the Director with support of the Advisory Board.

Written management reports exist of progress on protection policy implementation. The Administration Officer will serve as the Child Protection Officer and will be responsible preparing the written management report.

Protection assessments and/or audits are conducted, either as part of regular internal audit/assessment processes or separately. Protection assessment will be carried by the Legal Assistant in the Advisory Board together with Legal Clinic Members of the Strathmore Law School<sup>9</sup>.

Job descriptions for managers will highlight their responsibilities for protection. Review of the Job Description of managers will be led by the Director.

Minutes of management meetings will confirm that reports of progress on implementation have been received and discussed. Minutes will be prepared by the Child Protection Officer.

### 10.2 REVIEW

The current Child Protection Policy will be subject to review every 3 years.

The Centre is following a documented evidence of protection policy implementation plan that will be used as the basis of tracking progress and will be subject to on-going review.

### 10.3 USE OF PHOTOGRAPHS, VIDEO AND OTHER REPRODUCTIONS

Within its fundraising and publicity materials, the Centre is sometimes be required to use text and imagery from its projects around the world.

In doing so, it recognizes that it has a responsibility to the children that are portrayed. To this end, the following guidelines apply:

1. Every child and youth under our care has a right to be accurately represented through both words and imagery. The Centre's portrayal of each child must not be manipulated or sensationalized in any way, but provide a balanced depiction of their life and circumstances. The children and youth under our care must be presented as human beings with their own identity and dignity preserved.

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<sup>9</sup> ibid

2. The Centre will avoid the following:

- a. Language and images that could possibly degrade or victimize or shame children and youth under our care.
- b. Making generalizations which do not accurately reflect the nature of the situation.
- c. Discrimination of any kind.
- d. Taking pictures out of context (e.g. pictures should be accompanied by an explanatory caption where possible and should be relevant to any accompanying text).
- e. Where children and youth under our care are indeed victims, the preservation of their dignity must, nevertheless, be preserved at all times. The Centre should attempt to depict a balance between victimization and empowerment by using necessary tools, such as 'before' and 'after' shots.
- f. In images, children and youth under our care should not be depicted in any poses that could be interpreted as sexually provocative.
- g. Personal and physical information that could be used to identify the location of a child or youth under our care within a country and cause them to be put at risk will not be used on the Centre website or in any other form of communication for general or public purposes. Where it is necessary to use case studies to highlight the work of the Centre, names of children will be changed.
- h. Permission will always be sought from the children and youth under our care or their guardians before taking photographs, except under exceptional circumstances, based on the child/children's best interests, where this may not be possible or desirable.
- i. To the greatest extent possible, the Centre will acquire informed consent/the permission of the child, child's guardian and/or NGO responsible for the child, before using any image for publicity, fundraising, awareness raising or other purpose. The purpose should be made clear to the consent giver.
- j. As far as possible, children and youth under our care should be able to give their own accounts, rather than have people speak on their behalf. Students' ability to take responsibility and action for themselves should be highlighted.
- k. Information about a child or youth under our care life and photographs will be kept in secure files. Access to these should be limited to those that need to use them during the course of their work.
- l. Individuals or organizations that request the use of the Centre's resources, such as photographs, will be required to sign an agreement with the organization as to the proper use of such materials.

An authorization form is at Appendix 4 of this policy.

**VERSION HISTORY**

The following section outlines the high-level changes that have been made to each version of this document.

Version	Note on changes	Date

This Policy has been read and approved on this 6<sup>th</sup> day of March,

2019 by:

**Fr. Alejandro Ruiz**

The Director,  
Orione Community Training Centre



## 11 APPENDIXES

### 12.1 EMERGENCY CONTACTS AND SUPPORT NETWORK

This information is as at 4<sup>th</sup> March 2019. The list will be updated regularly.

#### ORIONE COMMUNITY TRAINING CENTRE

Name	Designation	Phone number	E-mail address
Fr. Alejandro Ruiz	Director	0722332339	Alejandr Ruiz.y@gmail.com
Fr. Raphael Kailemia	Kaburugi	0720999744	
Benard Nyariki	Administrative officer / Child Protection Officer	0722760138	orioneshamba@gmail.com
Richard Magana	Project manager	0712065129	magmanyara@gmail.com
Lucy King'ora	Head teacher - Kandisi	0726561619	kingoralucy@gmail.com
Beatrice Nyambura	Head teacher - Kaburugi	0723780677	bnyamburan@gmail.com

#### EMERGENCY CONTACTS

Institution	Contact information
National Police Service hotline	999 / 112 / 911
Ongata Rongai Police Station	Officer Commanding Station (O.C.S) 0721292850
Kandisi Police Post	Office in-charge 0722171073
Children Department - Ngong	June (Children officer) 0710902142 Michael (Liason officer) 0700527522
Chief's Office- Kandisi	Kanini (area chief) 0722314008 Assistant chief 0729537272
Kandara Police Station	Officer Commanding Station (O.C.S) 0720358321
Children Department – Kandara sub-county	0733312364
Chief's Office – Ngararia	0727752634

#### SUPPORT INSTITUTIONS



<b>Institution</b>	<b>Contact information</b>
National Council for Persons with Disabilities	0800724333 C.E.O 0702639545
Kenya National Commission on Human Rights	0733780000 / 0736780000
Kenya Association of the Intellectually Handicapped (KAIH)	(+254)207789948
Tania Integrated Centre	0721 277 835 Benson 0722136370
Christian Hands Children's Home	Zipporah 0710707651

Approved on this ..... day of ..... 2019 by:

.....  
Benard Nyariki  
Child Protection Officer  
Orione Community Training Centre

.....  
Fr. Alejandro Ruiz Yanez  
The Director  
Orione Community Training Centre

.....  
Paul Muya  
Chairperson  
Orione Advisory Board



13 APPENDIX 2

13.1 ORIONE COMMUNITY TRAINING CENTRE  
INCIDENT REPORT FORM

Use this form to report incidents relating to child protection. These include cases of physical and sexual abuse, parental negligence, a child under our care (“the child”) getting lost, suspicious behavior etc.

If possible, the report should be completed within 24 hours. The completed form shall be submitted to the Child Protection Officer or the Director (in special circumstances). A file will be opened if necessary.

<b>INFORMATION ABOUT PERSONS INVOLVED IN THE INCIDENT</b>			
..... <b>Full name of the child</b>	..... <b>Class/Orione club etc</b>	..... <b>Age</b>	..... <b>Sex</b>
<b>OTHER PEOPLE INVOLVED:</b>			
..... Person’s name	..... Nature of relationship with the child	..... Age	..... Contact information
..... Person’s name	..... Nature of relationship with the child	..... Age	..... Contact information
..... Person’s name	..... Nature of relationship with the child	..... Age	..... Contact information
<b>INFORMATION ABOUT THE INCIDENT</b>			
Date of incident .....	Time .....	Have the police been notified? If yes, write the O.B Number. .....	
<b>LOCATION OF INCIDENT</b>			
Where did the incident happen? ..... ..... ..... .....			
Please categorize the incident (Neglect, physical abuse, sexual abuse, getting lost, emotional abuse			











Approved on this ..... day of ..... 2019 by:

.....  
Benard Nyariki  
Child Protection Officer  
Orione Community Training Centre

.....  
Fr. Alejandro Ruiz Yanez  
The Director  
Orione Community Training Centre

.....  
Paul Muya  
Chairperson  
Orione Advisory Board



14 **APPENDIX 3:**

14.1 GUIDELINES WHEN A CHILD IS LOST/CANNOT BE SEEN.

Our students are faced with many risks due to their various conditions. Of much concern is the risk of wandering off and getting lost.

The Child Protection Officer shall, with the assistance of all the staff come up with a list of the most vulnerable students to this risk. The list shall be revised regularly. The parents/guardians shall also be notified. The staff will be extra-vigilant will the students on this list.

In the unfortunate event a student gets lost from the Centre premises. The following procedure should be followed:

- I. Notify the Child Protection Officer (Ben Nyariki 0722760138) within the first five (5) minutes of noticing the student is missing. DO NOT leave the other students un-supervised.
- II. Within 5 minutes of the Child Protection Officer being informed of the missing student, he shall notify the Director (Fr. Alex 0722 332339 or his representative), Head Teacher (Lucy King'ora 0726561619 / Beatrice Nyambura 0723 780677) and the student's parent. He then shall organise a team staff to search the whole compound. He may also send a team outside the compound if necessary. The team shall report to the Child Protection Officer.
- III. If the student is not found within 20 minutes from when he/she was reported missing, the Child Protection Officer shall file a formal report to the nearest Police Station and obtain an O.B Number. The Child Protection Officer shall open an internal file for the case.
- IV. The Child Protection Officer shall within twenty-four hours of receiving the missing student report take the written witness statements of all the people who were supervising the student when he/she disappeared.
- V. If the student is still missing, the Centre shall take all the necessary actions in collaboration with the relevant government offices and the family to find the Student.

These guidelines apply to both Kandisi and Kaburugi.

Approved on this ..... day of ..... 2019 by:

.....  
Benard Nyariki  
Child Protection Officer  
Orione Community Training Centre

.....  
Fr. Alejandro Ruiz Yanez  
The Director  
Orione Community Training Centre

.....  
Paul Muya  
Chairperson  
Orione Advisory Board



15 **APPENDIX 4:**

15.1 AUTHORIZATION TO USE PHOTOGRAPHS, VIDEO AND AUDIO REPRODUCTIONS OF CHILDREN AND YOUTH IN PUBLICATIONS OF THE SONS OF DIVINE PROVIDENCE

*(This form is designed to be filled by the parents/guardians of students at the Orione Community Training Centre and those of members of the Orione Club. It should be filled at the time of admission. Make sure the filled and signed form is filed in the student's file.)*

I ..... of National Identity Card Number ..... confirm that I am the Parent/Guardian to ..... a student ("the Student") at the Orione Community Training Centre ("the Centre") / member of the Orione Club. I therefore have capacity to enter into this agreement on behalf of the student / child who is under my care.

I am aware that the Centre is a charitable organization founded and run by the Sons of Divine Providence congregation of the Catholic Church to provide rehabilitation and habilitation services, vocational training and education to children and youth with intellectual disability in Kenya.

I am also aware that the Centre in its efforts to promote inclusion of children and youth with intellectual disability into the society and to help children and youth from needy families in the community, the Centre started the Orione Club in 2017. I am aware that the children and youth who are part of the Orione Club benefit from recreational activities in the Centre including sports, dances, music etc, nutritional services, spiritual education and other activities under the supervision of staff and other adults as per their program.

I am also aware that the Centre is continually coming up with projects to promote the well-being of vulnerable children and youth in the community.

I understand that the charitable nature of the Centre and its work will require publications through websites or other means that can help the diffusion of the work that the mission carries out to benefactors, partners, media houses and other recipients.

I am aware that the intention for the distribution of these publications is only to divulge the purpose and to make known the work that the Sons of Divine Providence / the Centre carries out in the mission of Kandisi and Kaburugi in Kenya and that this will be done while respecting the rights, and, in any event, the dignity, personal privacy and the good reputation of children according to National and International law.

I hereby grant the Sons of Divine Providence / Orione Community Training Centre, and their agents the absolute right to use photographic portraits, pictures, digital images, video tapes and other media of the student / child under my care, or in which the student / child under my care may be included in whole or in part, or reproductions thereof in colour or otherwise for any lawful purpose whatsoever, including but not limited to use in any of their publication or on their websites, without payment for me or the student / child under my care or any other consideration.

**DATED** and **SIGNED** on this ..... day of ..... 2019 by the said:

Name	I.D Number	Signature
.....	.....	.....

Witnesses:



.....  
.....

**FOR OFFICIAL USE ONLY:**

Received on behalf of the Director, Orione Community Training Centre by:

<b>Name</b>	<b>I.D Number</b>	<b>Signature:</b>
.....	.....	.....

.....  
**Student file number**

Approved on this ..... day of ..... 2019 by:

..... Benard Nyariki Child Protection Officer Orione Community Training Centre	..... Fr. Alejandro Ruiz Yanez The Director Orione Community Training Centre	..... Paul Muya Chairperson Orione Advisory Board
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16 **APPENDIX 5:**

16.1 VOCATIONAL TRAINING CONSENT FORM

I .....of National Identity Card Number ..... confirm that I am the Parent\ Guardian to ..... a student (“the Student”) at the Orione Community Training Centre (“the Centre”). I therefore have capacity to enter into this agreement on behalf of the Student who is under my care.

I am aware of the Centre is a charitable organization founded and run by the Sons of Divine Providence Congregation of the Catholic Church to provide education, rehabilitation and vocational training to children and youth with intellectual disability.

I am aware that the main objective of the vocational training is to equip the Student with professional training and experience as part of the curriculum at the Centre.

I am aware that as part of the vocational training, the Student will be required to receive training in farming. I am also aware that the Centre created the Farming Project to provide its students with the opportunity to alternate between education and schoolwork with a solid base of experience and professional development.

I am aware that the professional training will be for a total of ..... hours per week and that the student will not receive any form of remuneration from the Centre.

I hereby give my full consent on behalf of ....., the student under my care, to receive vocational training in farming from the Centre. .

**DATED** and **SIGNED** on this.....day of..... 2019 by the said:

Name	I.D Number	Signature
.....	.....	.....

In the presence of:

**Witness 1:**

Name	I.D Number	Signature
.....	.....	.....

**Witness 2:**

Name	I.D Number	Signature
.....	.....	.....





**FOR OFFICIAL USE ONLY:**

Received on behalf of the Director, Orione Community Training Centre by:

<b>Name</b>	<b>I.D Number</b>	<b>Signature</b>
.....	.....	.....

.....  
Student file number

Approved on this ..... day of ..... 2019 by:

.....	.....	.....
Benard Nyariki	Fr. Alejandro Ruiz Yanez	Paul Muya
Child Protection Officer	The Director	Chairperson
Orione Community Training Centre	Orione Community Training Centre	Orione Advisory Board



17 **APPENDIX 6:**

17.1 LETTER OF AUTHORITY

*(This form is used for the student employees for purposes of helping them manage their finances. It should be filled and signed by the guardian / parent in the presence of the student employee. The student employee should have consented to this arrangement)*

I ..... being the parent/guardian of..... (“student employee” ), of the Orione Community Training Centre ( “the Centre”) do hereby authorize the Centre to deposit Kshs.....as part of the student employee’s salary into a personal savings account at Equity Bank. I confirm that the student employee has received Kshs..... as the remaining salary amount **in cash** for his/her upkeep. I confirm that the Centre holds the student employee’s bank debit card and National Identification Card for safe keeping and will release them upon the student employee’s request.

**DATED** and **SIGNED** on this.....day of..... 20.....

by the said:

**Name:** .....**ID No**.....**Signature**.....

In the presence of:

**Name:** ..... **ID No** ..... **Signature**.....

**Name:** .....**ID No** ..... **Signature** .....

**FOR OFFICIAL USE ONLY:**

Received on behalf of the Director, Orione Community Training Centre by:

Name	I.D Number	Signature
.....	.....	.....

Student file number

Approved on this ..... day of ..... 2019 by:

..... Benard Nyariki Child Protection Officer Orione Community Training Centre	..... Fr. Alejandro Ruiz Yanez The Director Orione Community Training Centre	..... Paul Muya Chairperson Orione Advisory Board
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18 **APPENDIX 7:**

18.1 **PHYSIOTHERAPY AND OCCUPATIONAL THERAPY CONSENT FORM**

*For students*

I ..... of National Identity Card Number ..... confirm that I am the Parent/Guardian to ..... a student (“the Student”) at the Orione Community Training Centre (“the Centre”). I therefore have capacity to enter into this agreement on behalf of the Student who is under my care.

I am aware that the Centre is a charitable organization founded and run by the Sons of Divine Providence Congregation of the Catholic Church to provide education, rehabilitation and vocational training to children and youth with intellectual disability.

I am aware that as part of rehabilitation, the Student may be expected to undergo physiotherapy sessions. I understand that the primary goals of physiotherapy is to help reduce pain, improve mobility, strength, endurance, function and quality of life of the Student.

I understand that physiotherapy may include and individualized exercise prescription and various forms of manual therapy techniques such as mobilization, manipulation soft tissue release and stretches and other necessary options.

I understand that there are very small possibilities of risks arising from lack of both expressive and receptive skills that prevent the student from being able to express himself/herself through speech or from involuntary movements of either gross or fine muscles that may result in injury from the equipment involved. I am also aware of other complications that may result from physiotherapy. I do not expect the physiotherapist to anticipate all the possible risks and complications. I wish to rely on the physiotherapist to exercise proper judgment during the course of treatment to make decisions based upon the Student’s best interest.

I am aware that the Centre may require to collect, retain, use and disclose the Student’s personal information including age, contact information, personal health information, medical health, medical history and other information deemed necessary to provide physiotherapy assessment and treatment services and in other reasonable circumstances.

I understand the terms and conditions associated with the Student’s rehabilitation programme as explained to me and do voluntary give my consent to the assessment and treatment. I have received information about the proposed physiotherapy and rehabilitation services, alternative courses of action, the benefits, risks and side effects of the services and the consequences of not having the service proposed.

I hereby give my full consent to ....., the Student under my care, to receive physiotherapy and rehabilitation services from the Centre subject to me undertaking my financial obligations as expected.

**DATED** and **SIGNED** on this ..... day of ..... 2019 by the said:

Name	I.D Number	Signature
.....	.....	.....

**Witnesses:**

.....	.....	.....
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.....

**FOR OFFICIAL USE ONLY:**

Received on behalf of the Director, Orione Community Training Centre by:

<b>Name</b>	<b>I.D Number</b>	<b>Signature:</b>
.....	.....	.....

.....  
Student file number

Approved on this ..... day of ..... 2019 by:

..... Benard Nyariki Child Protection Officer Orione Community Training Centre	..... Fr. Alejandro Ruiz Yanez The Director Orione Community Training Centre	..... Paul Muya Chairperson Orione Advisory Board
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19 APPENDIX 8:

19.1 PHYSIOTHERAPY AND OCCUPATIONAL THERAPY CONSENT FORM

*For the use of children and persons with no ability to give consent*

I ..... of National Identity Card Number ..... confirm that I am the Parent/Guardian to ..... a child/person ("the patient") with special needs. I therefore have capacity to enter into this agreement on behalf of the patient who is under my care.

I am aware that as part of rehabilitation, the patient may be expected to undergo physiotherapy sessions. I understand that the primary goals of physiotherapy is to help reduce pain, improve mobility, strength, endurance, function and quality of life of the patient.

I understand that physiotherapy may include and individualized exercise prescription and various forms of manual therapy techniques such as mobilization, manipulation soft tissue release and stretches and other necessary options.

I understand that there are very small possibilities of risks arising from lack of both expressive and receptive skills that prevent the patient from being able to express himself/herself through speech or from involuntary movements of either gross or fine muscles that may result in injury from the equipment involved. I am also aware of other complications that may result from physiotherapy. I do not expect the physiotherapist to anticipate all the possible risks and complications. I wish to rely on the physiotherapist to exercise proper judgment during the course of treatment to make decisions based upon the patient's best interest.

I am aware that the Centre may require to collect, retain, use and disclose the patient's personal information including age, contact information, personal health information, medical health, medical history and other information deemed necessary to provide physiotherapy assessment and treatment services and in other reasonable circumstances.

I understand the terms and conditions associated with the patient's rehabilitation programme as explained to me and do voluntary give my consent to the assessment and treatment. I have received information about the proposed physiotherapy and rehabilitation services, alternative courses of action, the benefits, risks and side effects of the services and the consequences of not having the service proposed.

I hereby give my full consent to ....., the patient under my care, to receive physiotherapy and rehabilitation services from the Centre subject to me undertaking my financial obligations as expected.

**DATED** and **SIGNED** on this ..... day of ..... 2019 by the said:

Name	I.D Number	Signature
.....	.....	.....

**Witnesses:**

.....	.....	.....
.....	.....	.....



**FOR OFFICIAL USE ONLY:**

Received on behalf of the Director, Orione Community Training Centre by:

<b>Name</b>	<b>I.D Number</b>	<b>Signature:</b>
.....	.....	.....

.....  
Student file number

Approved on this ..... day of ..... 2019 by:

.....	.....	.....
Benard Nyariki Child Protection Officer Orione Community Training Centre	Fr. Alejandro Ruiz Yanez The Director Orione Community Training Centre	Paul Muya Chairperson Orione Advisory Board



20 **APPENDIX 9:**

20.1 PHYSIOTHERAPY AND OCCUPATIONAL THERAPY CONSENT FORM

*Adult clients*

I ..... of National Identity Card Number ..... ("a patient") confirm that I am an adult of sound mind. I therefore have capacity to enter into this agreement.

I am aware that as part of rehabilitation, a patient may be expected to undergo physiotherapy sessions. I understand that the primary goals of physiotherapy is to help reduce pain, improve mobility, strength, endurance, function and quality of life of a patient.

I understand that physiotherapy may include and individualized exercise prescription and various forms of manual therapy techniques such as mobilization, manipulation soft tissue release and stretches and other necessary options.

I understand that there are very small possibilities of risks or complications that may result from physiotherapy and the equipment involved. I do not expect the physiotherapist to anticipate all the possible risks and complications. I wish to rely on the physiotherapist to exercise proper judgment during the course of treatment to make decisions based upon a patient's best interest.

I am aware that the Centre may require to collect, retain, use and disclose a patient's personal information including age, contact information, personal health information, medical health, medical history and other information deemed necessary to provide physiotherapy assessment and treatment services and in other reasonable circumstances.

I understand the terms and conditions associated with a patient's rehabilitation programme as explained to me and do voluntary give my consent to the assessment and treatment. I have received information about the proposed physiotherapy and rehabilitation services, alternative courses of action, the benefits, risks and side effects of the services and the consequences of not having the service proposed.

I hereby give my full consent to receive physiotherapy and rehabilitation services from the Centre subject to me undertaking my financial obligations as expected.

**DATED** and **SIGNED** on this ..... day of ..... 2019 by the said:

<b>Name</b>	<b>I.D Number</b>	<b>Signature</b>
.....	.....	.....

**Witnesses:**

.....	.....	.....
.....	.....	.....



**FOR OFFICIAL USE ONLY:**

Received on behalf of the Director, Orione Community Training Centre by:

<b>Name</b>	<b>I.D Number</b>	<b>Signature:</b>
.....	.....	.....

.....  
File number

Approved on this ..... day of ..... 2019 by:

..... Benard Nyariki Child Protection Officer Orione Community Training Centre	..... Fr. Alejandro Ruiz Yanez The Director Orione Community Training Centre	..... Paul Muya Chairperson Orione Advisory Board
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**Illnesses, injuries (motor vehicle accident)**

.....  
.....

**Have you had previous physiotherapy care? Where?**

.....  
.....

*(Relevant medical records may be attached for filing)*

**List ALL medications: (prescriptions, vitamins, herbal supports, BCP, aspirin, etc.)**

.....  
.....  
.....

**Family/social history**

.....  
.....  
.....

**Medical history**

.....  
.....  
.....  
.....

**Functional and physical deficits**

.....  
.....  
.....

**General/Local observations**

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.....  
.....

**Physiotherapy interventions**

.....  
.....  
.....  
.....

**Treatment plan and frequency**

.....  
.....  
.....

**Goals**



**ORIONE**  
COMMUNITY TRAINING  
CENTRE - KENYA

.....  
.....  
.....  
.....

File Number: .....

**Physiotherapist name:**..... **Signature:** .....

**Date:** .....



## 22 APPENDIX 11:

### 22.1 ORIONE COMMUNITY TRAINING CENTRE POLICY ON OFFICIAL COMMUNICATION WITH EXTERNAL PERSONS AND MEDIA

The Orione Community Training Centre (“the Centre”) needs to be able to communicate accurately, effectively and consistently with a variety of diverse audiences including the media.

The Director is the primary and official liaison to the news media. He is responsible for initiating, developing and maintaining effective, productive and beneficial relations with the news media in communicating news and in responding to media requests.

The Director is responsible for coordinating official comment on all matters regarding the Centre. This includes both proactive interaction and responses to requests.

The Director or the Centre’s policies and laws may expressly authorize a member of staff to act as an official communication source for the purpose of this policy.

The purpose of this policy is to gather the Centre’s existing policies regarding employee and volunteer communication with external media into one accessible statement while reaffirming the Centre’s continuing commitment to the principles of child protection and proper administrative procedures. It incorporates policies on two distinct but related situations:

- I. Requests for the Centre’s official position or response.
- II. Personal speech.

This policy applies to all the Centre’s employees including the administration. It also in some circumstances applies to members of the congregation of the Sons of Divine Providence, volunteers, the Advisory Board, members of the Strathmore Law Clinic and other partners.

The policy applies to employees when they are acting in their capacity as employees of the Centre, including when they are asked questions.

#### **POLICY STATEMENT**

##### **I. Requests for the Centre’s official position or response.**

All inquiries seeking an official response or a statement on behalf of the Centre should be directed to the Director or any other person empowered by law, policy or otherwise.

Authorization to speak on behalf of the Centre may only be given by the Director. No person may make official statements on behalf of the Centre without consultation with, and express authorization from, the Director.

Any employee who has not been authorized by the Director to speak to the media in the context of his or her role as an employee must direct inquiries from the media about the official comment on all matters regarding the Centre to the Director or a person authorized by law or expressly.

No employee is authorized to speak “off the record” on behalf of the Centre to media on any matter pertaining to the Centre.

The employees of the Centre must adhere to relevant policies as well as all national and international law and policies regarding the release of information about activities of the Centre, or its employees, students, volunteers, clients or benefactors, including those that apply to privacy and client confidentiality .

## **II. Personal Speech**

Nothing in this policy is intended to restrict the freedom of persons and staff members to engage in their activities or their personal involvement in community activities.

Nothing in this policy is intended to affect individual employees' rights to express personal opinions on the Centre's actions and policies.

Nothing in this policy is intended to restrict persons or staff members from commenting on matters of public concern implicating an employer's official dishonesty, deliberately unconstitutional action, other serious wrongdoing or threats to health and safety.

When speaking or writing as a citizen, an employee should be accurate, should exercise appropriate restraint, should show respect for the opinions of others and should make every effort to indicate that he/she does not speak for the institution.

The Centre reaffirms its continuing commitment to the principles of freedom of expression and its protections as set forth in the Constitution of Kenya 2010.

## **ENFORCEMENT**

Violations of this policy may result in appropriate disciplinary measures in accordance with Centre's Internal Staff Regulations, relevant policies and other applicable disciplinary measures.