

MINISTRY OF EDUCATION AND SPORTS

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 guidelines are drawn from the Basic requirements and Minimum Standards for schools and Institutions (**2010**) and regulations issued.

Purpose

The purpose of these 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 for schools that already have the permission to operate boarding

1. Required documentation.

- i. Valid registration certificate of the school from MoES (**For Private Schools**).
- ii. 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**).
- iii. Proof of ownership or lease or tenancy agreement of the school premises drawn by an advocate/lawyer for schools in rental places.
- iv. Occupancy permits for every dormitory.
- v. Approved building plans.
- vi. Up to date daily dormitory registers.
- vii. Safety and security guidelines issued by IGP.
- viii. Food safety guidelines.
- ix. Minutes of a meeting by SMC/ BOGs with a clear resolution on the need of having a boarding facility.
- x. Specific rules and regulations for boarding students.
- xi. Copy of BRMS.

2. General Safety and Security measures

- i. Functional Safety and Security Committees.
- ii. School based policies on safety and security.
- iii. Lightning arrestors.

- iv. Firefighting equipment like Fire extinguishers, water hydrant, sand (**refer to BRMS**) at least within the dormitories.
- v. CCTV Cameras.
- vi. The school must be fenced with controlled access.
- vii. A book for registering people who enter and exit the school
- viii. Contacts for the RDC/RCC, DPC, DEO, DIS, Police emergency line and DHO displayed.
- ix. Regular Fire drills (**at least once a term**).

3. Facilities and infrastructure:

a) Dormitory premises

- i. Separate location for each sex. Separate rooms for each age group.
- ii. Appropriate single or double decked beds **ONLY**. No wooden beds.
- iii. Emergency exits in each dormitory. (**at least 2**) and clearly marked
- iv. Laundry/ washing area and drying lanes.
- v. Adequate ventilation and safe lighting.
- vi. Adequate dormitory latrines/ toilets (**1:40**) within the boarding facility.
- vii. Secure fencing and controlled access.
- viii. Smoke detectors in each room.
- ix. User friendly facilities for SNE such as ramps and toilets.
- x. Dormitories with provision for hanging clothes.
- xi. Proper electrical wiring with regular power audits.
- xii. Use of water-based paint in the dormitories.
- xiii. Appropriate space to keep suitcases and metallic boxes of students.
- xiv. All storied buildings must have emergency exits.
- xv. No sockets inside the dormitories.
- xvi. Windows without burglars
- xvii. Adequate space between beds

b) Kitchen:

- i. Appropriate kitchen with utensils' drying rack.
- ii. Appropriate and adequate food storage facilities
- iii. Appropriate food covers (**not polythene or plastic**).
- iv. Displayed Menu (**evidence of a balanced meal**).
- v. School Specific Guidelines on food handling.

c) Food store

- i. Food store should be separate from all other stores.
- ii. Adequate food that can last for at least a month.
- iii. Food racks/shelves (**food should not be on the floor**).
- iv. An up-to-date inventory.
- v. Proper food store records.

d) Dining hall/ eating area.

- i. Spacious and furnished with appropriate furniture and safe drinking water.

e) Toilets/pit latrines.

- i. Adequate at a ratio of 1:40 with shutters, curtain walls and hand washing facilities with soap.
- ii. Urinals for boys.

f) Bathrooms.

- i. Proper drainage system with a functional soak pit.
- ii. Offer privacy/partitioning with curtains or doors.

g) Waste management

- i. Rubbish pit.
- ii. Dustbins.
- iii. Channels for waste water draining into soak pits.
- iv. Functional incinerator(s).

h) Sick bay

- i. Operated by a qualified Health worker who is registered by the nursing council.
- ii. Disposal system.
- iii. Well documented referral system.
- iv. Basic drugs stocked.
- v. Appropriate storage facility for drugs.
- vi. Separate space according to sex (**during holidays**).

i) Vermin Control Measures

- i. Termly fumigation of dormitories.

4. Human resource

- i. A specific senior member of the administration in charge of the dormitories and resident at school.
- ii. Minimum academic qualification for matron is primary seven and should be regularly exposed to training on child welfare, protection and rights.
- iii. Minimum age of matron/warden is 30 years.
- iv. Matrons to be examined medically every six months.
- v. Resident matron/warden within the dormitories.
- vi. Adequate cooks with appropriate uniform (**head gear, apron, and appropriate shoes**).
- vii. Qualified health worker.
- viii. Cleaners with uniforms.

- ix. School cooks undergo medical examination every six months.
- x. Guards in place on 24- hours surveillance and working in pairs.
- xi. Guards with basic security knowledge deployed in the dormitories.
- xii. Regular capacity building for all non-teaching staff on safety and security.

5. Support systems

- i. Psychosocial support programs.
- ii. Life skills for instance prevention of self-harm and management of peer bullying and adult abuse.
- iii. Awareness on harmful practices.
- iv. Spiritual and moral care.
- v. Personal security.

MINISTRY OF EDUCATION AND SPORTS

Validation Check list for the requirements to operate a boarding school or Institution

For use by Inspectors

NAME OF SCHOOL:

TYPE OF SCHOOL: DISTRICT:

PROPRIETOR(S): TEL. NO:

SECTION 1

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 of the school premises or tenancy agreement drawn by an advocate for at least five years (in case of hired buildings).
- iii. The school should have been registered by appropriate authority (The Permanent Secretary, MoES). **Valid Registration Certificate to be attached.**
- v. **All Government Schools requiring to operate boarding sections are also required to meet the requirements.**
- vi. Maximum score is 2 per requirement.
- vii. Total Score to be granted permission should be at least 75%.
- viii. The check list should be attached to the detailed report using the guidelines for operating boarding facilities.
- ix. **Inspectors will take personal responsibility of their recommendation.**
- x. Recommended schools will be submitted to the Directorate of Education Standards for forwarding to the respective departments for issuance of permission.

SECTION 2

2. AREAS OF FOCUS

The schools that wish to operate as boarding schools or day and boarding are encouraged to carry out self-evaluation using the check list to ensure compliance before inspection including schools that already have the authority both Government and Private.

S/N	REQUIREMENTS	Score	Comments
1.	Application Form		
2.	Proprietor's CV and Photo		
3.	Head teacher's CV and Photo		
4.	Directorate of Education Standards Regional Report for boarding section		
5.	District Inspection Report for boarding section approved by the District Education officer.		
6.	Health Inspection Report for boarding section		
7.	Approved building plans for the dormitories		

8.	Every dormitory has an occupancy permit.		
9	Full time school guards operating 24 hours and underwent basic training		
10	The minimum academic qualifications for matrons (should be primary seven and at least 30 years above) attach the photocopy of her National Identity Card and pass slip)		
11.	Safe latrines/ Toilets for learners with a screen in the case of pit latrines at a ratio of 1: 40.		
12.	A document showing that cooks underwent a medical examination every six months from a Government, facility.		
13.	Minutes of a meeting by SMC/ BOGs with a clear resolution on the need of having a boarding facility.		
14.	Matrons are all resident.		
15.	Cooks wear uniforms with headgears		
16.	Evidence that Matrons underwent medical examination at 6 months		
17.	Specific rules and regulations for boarding schools.		
18.	Up to date daily dormitory registers.		
19.	Functional Safety and Security Committees.		
20.	School based policies on safety and security.		
21.	Regular Fire drills schedule and record.		
22.	Smoke detector in each room.		
23.	Appropriate food storage to avoid contamination and food records available		
24.	Displayed Menu (evidence of a balanced meal).		
25.	School Specific Guidelines on food handling.		
26.	Emergency contacts for the RDC/RCC, DPC, DEO, DIS, Town clerk, and DHO displayed.		
27.	Psychosocial support program in place.		
28.	Appointment letter of resident matron/warden with clear schedules of duties and conditions of service indicated		
29	Proper electrical wiring with regular power audits (no hanging wires).		
30	Appropriate space to keep suitcases or metallic boxes of students.		
31	Use of water-based paint in the dormitories.		
32	Proper drainage system with a functional soak pit.		
33	Facilities for disposal of sanitary towels.		
34	No sockets inside the dormitories.		
35	Single and double Deckers and not wooden		
36	Provision for laundry, areas where clothes are dried.		
37	Boarding facilities securely fenced.		
38	A functional fire extinguisher on every block of the dormitories		
39	Appropriate and secure electrical wiring (no hanging wires)		
40	Sick bay or a designated room with qualified health worker		
41	Basic drugs stocked and appropriate storage facility for drugs.		
42	Well documented referral system.		
43	Dustbins or refuse pit in a strategic place and well maintained		

44	Vector control measures		
45	Safe water facility within the school		
46	At least 2 emergency exits in each dormitory and clearly marked		
47	No burglar-proofed windows		
48	Appropriate space between beds to ease movement		
49	A specific senior member of the administration in charge of the dormitories and resident at school		
50	Adequate bathrooms of at least a ratio of 1: 25		
	Percentage score:		
SECTION 3:			
ATTACHMENTS			
	Photos for the following to be attached:		
	<ul style="list-style-type: none"> i. Back and Front views of the dormitories ii. Separated accommodation for each sex and age group. iii. Single and double Deckers for children iv. Provision for laundry, areas where clothes are dried v. Emergency exit vi. Matron's room. vii. Separate latrines/ Toilets for male and female learners, viii. Latrines for the special needs learners. ix. User friendly facilities for SNE such as ramps and toilets. x. Dustbins and refuse pit xi. bathrooms 		
02.	Photos for food hygiene to be attached as below:		
	<ul style="list-style-type: none"> i. Catering staff wearing uniforms and headgears ii. Appropriate kitchen iii. Utensils' drying racks iv. Appropriate and adequate food stores 		
03.	Dining hall/ eating area.		
	<ul style="list-style-type: none"> i. Spacious and furnished with appropriate furniture. 		
04	Photos for Safety promotion and injury prevention		
	<ul style="list-style-type: none"> i. Boarding facilities securely fenced ii. A functional fire extinguisher on every block of the dormitories. iii. Lightening arrestors iv. Smoke detectors 		
05	Vermin Control Measures		
	<ul style="list-style-type: none"> i. Evidence of Termly fumigation of dormitories. 		
06	Sick bay		
	<ul style="list-style-type: none"> i. Disposal system. ii. Appropriate storage facility for drugs. 		
07.	A resident for a senior member of staff		

KEY OBSERVATION:

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Tick as appropriate

1. Recommended

2. Not Recommended

Give reasons

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Name..... Signature: Date.....

Title/Designation.....

Region