

Kenya Christian Industrial Training Institute

KCITI COLLEGE

**STUDENT PROTECTION &
SAFEGUARDING POLICY**

1. Policy Statement

KCITI recognizes its statutory, moral, and legal responsibilities to safeguard and protect the welfare of all the students in its care. We endeavor to provide a safe, serene environment based on Christian ethics, accessible to people of all faiths, as we help them discover their God-given identity so they may flourish in the market/industry of the world.

2. Scope

This policy and any associated procedures apply to all staff and students in KCITI.

The Institution has a zero-tolerance policy against all forms of abuse meted out against students and learners. As such, the Institution stands guided by the Best Interest Principle of the student—explained below—in all matters concerning the learners.

3. Definitions

Best Interest Principle: Although the “best interest principle” has legally focused on protecting the interests of minors, we apply the same concept to our students who are ages 18 and above. It will be applied on a case-by-case basis to protect, safeguard, and uphold the interests of individual students, while taking into consideration the general welfare of other students and staff.

Safeguarding: KCITI administration works to ensure that its employees do no harm to students in their care and protection, whether by their acts of commission or omission. Further, it involves putting safeguards in place to ensure that students are not exposed to the risk of harm, neglect, or abuse.

Student Protection: This involves protecting individual students who have been identified as either suffering, or at risk of, suffering harm or abuse, by putting protective measures in place.

Abuse: This refers to the violation of a student’s rights by any other person or persons. Abuse can take the form of physical, psychological, or sexual abuse, neglect or negligent treatment, or other forms of exploitation that results in actual or potential harm to the health, survival, development, or dignity of a student. It can be a single isolated act or omission, or repeated acts.

4. The Legal Framework

Using the Constitution of Kenya, 2010, which protects children under the age of 18, we have chosen to implement its intent for the protection of those over the age of 18.

Article 53 of the Constitution of Kenya details the rights of a child which includes the right to be protected from abuse, neglect, harmful cultural practices, all forms of violence, inhumane treatment or punishment, and hazardous or exploitative behavior. We affirm the same protection listed above for our students, no matter their age.

The Basic Education Act, 2013, Section 36, prohibits torture, inhuman and degrading treatment or punishment against a student, whether it is physical or psychological. We affirm the same protection listed above for our students, no matter their age.

5. TVET Standard — Governance and Management for VTCs and TVCs:- 5.1,5.8,5.10 & 5.11

These guidelines endeavour to provide a safe environment for the campus as well providing for the physical safety of each student.

1. Members of staff must always consider the implications of their interaction with learners, to avoid being accused of misconduct. Physical contact is not prohibited. However, physical contact between members of staff and students shall be of a non-sexual and non-violent nature.
2. Whenever a staff member and student need to converse, it shall be within the Institution premises, and within the vicinity of another staff member or passers-by.
3. Members of staff shall not contact or converse privately with learners on social media sites, without their parent's or guardian's knowledge and consent.
4. Members of staff shall avoid making remarks about a learner's body which may be misconstrued to be sexual abuse or any derogatory remarks directed at a learner.

6. Procedures for Dealing with Student Abuse

We will implement the 5Rs to keep vulnerable students safe. They are:

- Recognize
- Respond
- Report
- Record
- Refer

Recognize/Identification

Once a staff member or a student suspects an incidence of student abuse or neglect, or they have reasonable cause to believe that a student has suffered, or is likely to suffer abuse, whether on-campus or off-campus, they must immediately report this to one of two designated officers: the Head of Academics or the Head of Finance and Administration. They will also update the Director concerning the accusation.

Record/Follow up

Once the designated officer receives a report of suspected abuse, a crisis management team shall be appointed by the designated safeguarding officer to follow up on the investigation, leading to closure.

Reporting

Reports shall be in written form for purposes of proper record keeping. If the student is reporting in person, then the designated person receiving the report shall cause it to be in writing, taking care to note down the specific acts of commission or omission, as well as the specific dates or the period within which the abuse occurred.

Record

Clear and accurate records should be kept in a secure location for future reference.

Refer

If sufficient evidence is found to corroborate the accusation, the KCITI designated officers will determine a further course of action in consultation with the Director. If it is in the best interest of the student to have the case referred to the police, social services, or other government agencies, the Director or his designated representative will make the referral.

7. Sanctions

Any breach of this student protection and safeguarding policy will be treated as a disciplinary matter. This may result in immediate termination of employment, as well as reporting to the police, or a relevant regulatory authority, or other relevant body.

8. Responsibility

KCITI recognizes that it is the responsibility of every member of the staff to safeguard and promote the well-being and safety of all students.

9. Background Checks

KCITI will require all potential employees to provide a current Good Conduct Certificate as part of its safety program for students.

10. Designated Safeguarding Officers

Designated safeguarding officers are the Head of Academics and Head of Finance and Administration; they report directly to the Director. These officers are responsible for handling reports or concerns regarding students at risk of abuse or neglect, those suffering from ongoing abuse or neglect, or those who have already undergone abuse and neglect. These officers will handle such reports and concerns appropriately and in accordance with this policy.

Review

This policy will be subject to review annually, or earlier when the need arises.

This policy was adopted by the Academic Committee and Quality Assurance Committee on 21 April 2023.
