



## **INTERNATIONAL HUMANITY FOUNDATION**

### **THE MISSION OF THE INTERNATIONAL HUMANITY FOUNDATION**

Half of IHF's mission is to educate the poor and the other half is to educate the world about the poor. Our vision is to strive for a world of leaders and citizens who have interacted with, and are truly knowledgeable about the world's poor. We believe in a "pass it on" philosophy where education is free and available for all who seek it. Those of us who have received a free education pass it on by helping others less fortunate by teaching, interacting and learning. With just a few hours a week, our volunteers, children and sponsors are changing the world we live in.

IHF is a non-religious, non-political, non-profit organization that strongly believes in an equal opportunity for all and in preserving the cultures, traditions and beliefs of the marginalized communities it works in.

IHF is a registered not-for-profit organisation with the United States IRS: EIN number: 33-0933239

### **OUR GOALS**

1. Ensure that our children receive guidance, education, spiritual and moral guidance and support to enable them to become responsible and self-sustaining adults.
2. That our children retain their heritage and tribal identity whilst being tolerant and knowledgeable of other tribes and modern Kenyan life.
3. Promote our children's abilities and talents to enable them to make the most of opportunities to maximise their potential.
4. That our children, through their service to the community, become the leaders of tomorrow.

### **BEHAVIOUR POLICY**

**No physical force (corporal punishment) No physical force (corporal punishment) or any method of intimidation of possible physical force is ever allowed in any form.**

All manners of abuse, including verbal and emotional, are never to be used to control, restrain or discipline any child of our Home. Physical force or emotional abuse at any level is not only ineffective but harmful to promoting a happy and healthy environment that nurtures confident, loving and successful children. Any adult exhibiting or accused of inappropriate behaviour is promptly removed from the premises until further investigation of the matter.

## **CHILD PROTECTION POLICY AND PROCEDURE**

Carol's Children's Home operates within the IHF Child Protection Policy, which all Directors, Staff and long-term volunteers have to uphold. Training is given to all who work with the children on this policy and procedure. The IHF Child Protection Policy is appended to this report.

### **THE CHILDREN**

#### **1. Admission Policy**

We admit children from 5 years old and below 10 years. The admitted children are allowed to stay in the home as long as there are no claims from relatives or close guardians up to a maximum age of 18 according to the stipulations of the children's act.

#### **2. Criteria for Admission**

Children can only be admitted upon the following:

- Letter of recommendation from the village Chief
- Evidence of family poverty, abuse or neglect of a child through written testimonial accounts by the recommending persons or authority from recognised children's rights agencies and through the children's department or if orphan status, valid copies of death certificates of parents or guardians and the burial permits.
- Written approval by the President of the Board of IHF
- An admitted child will lose the right of admission in the event of stay in the home if he or she fails to abide by the code of conduct laid down by the home or if his or her actual status of admission are otherwise found to be suspect.
- The Home will only admit children into the home if there is available a vacancy or if resources permit for such an additional admission.
- The Home management committee reserves the right of admission

#### **3. Records and Reports**

Records for each child must be kept and revised frequently to keep them up to date. Only authorised persons of the Home may have access to case records. Records must be kept in a locked, fire-resistant file cabinet and must be handled confidentially. Records should be retained for a minimum of 5 years following discharge. Case records must include:

##### a) Identifying information

1. Name of each child, date and place of birth. Birth certificate if possible.
2. Names and status of birth parents (i.e. alive/deceased)
3. Originating village and district and details of the village Chief
4. Contact details (where possible) of a close living relative or competent adult in their community.
5. School attendance, year/form

6. Recent photo of the child
7. Medical records
- b) Intake/Pre-admission
  - Records of child's initial physical examination, immunization records.
  - Letters and testimonials or evidence for admission.
- c) School records
  - Details of schools attended and where possible grades, KCP and KCSE results.
- d) Where applicable, discharge documentation and discharge statement.
- e) Identifying information
8. Name of each child, date and place of birth. Birth certificate if possible.
9. Names and status of birth parents (i.e. alive/deceased)
10. Originating village and district and details of the village Chief
11. Contact details (where possible) of a close living relative or competent adult in their community.
12. School attendance, year/form
13. Recent photo of the child
14. Medical records
- f) Intake/Pre-admission
  1. Records of child's initial physical examination, immunization records.
  2. Letters and testimonials or evidence for admission.
- g) School records
 

Details of schools attended and where possible grades, KCP and KCSE results.
- h) Where applicable, discharge documentation and discharge statement.

## **EXIT STRATEGY**

### **Post 18 Exit Strategy for IHF Children**

The IHF children's homes around the world support children to obtain an education and opportunities to assist them to independent adulthood. Our 'Pass it On' philosophy underpins the transfer of knowledge and experience from those that have, to those that have not, as well as the wider exchange of knowledge about culture, lifestyle and the impact of poverty.

On reaching 18 years of age, our children are required to leave our homes by international statute unless they are engaged in a volunteer or staff capacity. Higher education and vocational training opportunities can be offered subject to funding for children who wish to continue as volunteers or staff. There are three modes by which this is achievable:

## **1. As volunteer of IHF to access Higher Education at University**

### **1.1 Resident at centre**

This role involves completion of four hours of online work for IHF Task Teams, six days a week plus four hours of assistance at the Centre for six months prior to entry to University. They will receive a stipend of \$20 for the first three months and \$50 for the second three months. During this time, sponsorship for living costs, stipend and University fees is to be sought through a number of sources including volunteer income, child sponsor and designated scholarship programs. Payment for enrolment and on-going attendance at University is conditional on available funds and cannot be guaranteed. Fees will only be paid direct to the university and never to the student.

During the time at the University the former child of IHF will be designated as a volunteer of IHF and will be required to undertake the completion of three hours of online work for IHF Task Teams, six days a week. They will receive a stipend of \$80 per month to cover any expenses they may have. IHF will additionally fund their University fees. At any time they may choose to withdraw from the program and seek independent employment to fund themselves through college, at which stage they will also be required to leave the centre.

Failure to complete online tasks, and following three warnings, will result in immediate non-payment of fees and stipend. Upon resumption of duties these will be paid provided this is within an agreed time period, usually one month. An exception to completing online tasks can only be granted with permission from an Executive Director to cover times like exams or sickness. If the failure to complete online tasks extends past the agreed period then the student will be required to withdraw from the program and leave the centre.

During the probationary period and whilst undertaking higher education the former child must submit donated hours daily as a record of their work.

### **1.2 Non-resident**

This role involves completion of three hours of online work for IHF Task Teams, six days a week plus three hours of assistance at the Centre for six months prior to entry to University. They will receive a stipend of \$20 for the first three months and \$50 for the second three months. During this time, sponsorship for University costs (accommodation, living expenses and fees) is to be sought through a number of sources including volunteer income, child sponsor, designated scholarship programs. Payment for enrolment and on-going attendance at University is conditional on available funds and cannot be guaranteed. Fees will only be paid direct to the university and never to the student.

During the time at the University the former child of IHF will be designated as a volunteer of IHF and will be required to undertake the completion of three hours of online work for IHF Task Teams, six days a week. At any time they may choose to withdraw from the program and seek independent employment to fund themselves through college.

Failure to complete online tasks, and following three warnings, will result in immediate non-payment of fees, living costs and accommodation costs. Upon resumption of duties these will be paid provided this is within an agreed time period, usually one month. An exception to completing online tasks can only be granted with permission from an Executive Director to cover times like exams or sickness. If the failure to complete online tasks extends past the agreed period then the student will be required to withdraw from the program.

During the probationary period and whilst undertaking higher education the former child must submit donated hours daily as a record of their work.

### **1.3 As a volunteer of IHF to access vocational courses**

This role requires completion of four hours of work at the Centre six days a week for one year prior to entry to a vocational or degree course. The former child may remain at the home with accommodation and food provided and a stipend of \$20 per month. During this time, sponsorship for vocational course costs (accommodation, living expenses and fees) is to be sought through a number of sources including volunteer income, child sponsor, designated scholarship programs. Payment for enrolment and on-going attendance at University or a vocational course is conditional on available funds and cannot be guaranteed. Fees will only be paid direct to the course provider and never to the student.

Upon completion of the year the former child may undertake a vocational course of up to one year. Course fees, travel costs and requirement costs will be met by IHF. They will be required to continue to undertake four hours of volunteer work at the centre during their course. Failure to complete centre tasks, and following three warnings, will result in immediate non-payment of any due fees and stipend. Upon resumption of duties these will be paid provided this is within an agreed time period, usually one month. An exception to completing centre tasks can only be granted with permission from an Executive Director to cover times like exams or sickness. If the failure to complete centre tasks extends past the agreed period then the student will be required to withdraw from the program and leave the centre.

They will normally remain resident at the home during the period of the course and at the end of the course they will be required to leave the home.

During the probationary period and whilst undertaking higher education the former child must submit donated hours daily as a record of their work.

## **CHILDREN'S COMPLAINTS PROCEDURE**

1. No staff or volunteer at any level shall, at any time, inhibit the flow of complaints from any individuals, including children. In order to facilitate this free flow of information, it is imperative that the children have the following channels.
2. Any complaint received should be immediately notified to the Lead Director of the Home and investigated. Where the complaint is about the Lead Director, the Executive Director should be informed.

3. Complaints resolution should be undertaken in three stages:

The complainant and defendant should individually be interviewed by the Lead Director, who will try to resolve the complaint. If the complaint is resolved then a record of the complaint shall be made and the complaint closed.

If the complaint is not resolved then it will be escalated to the Executive Director who will investigate the complaint and make a judgement as to whether the complaint is valid. If it is valid the defendant will make restoration to the complainant. The Executive Director will also consider if, as a result of the complaint there should be a change of policy or procedure at the Home. The complaint will be recorded and the complaint closed.

If the complaint cannot be resolved by the Executive Director, then the matter should be referred to Child Services for mediation.

4. A monthly Family meeting shall be held where the children can bring forth issues for discussion and action.

5. Where the complaint is concerning abuse or neglect, this should be dealt with under the child protection policy and procedure.



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