



THROUGH-CARE AND AFTER-CARE  
PROCEDURES FOR STATUTORY  
CHILDREN INSTITUTIONS  
IN KENYA

.....

SECOND EDITION

APRIL 2023



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## FOREWORD

In recent years, the child justice system in Kenya has undergone tremendous transformation geared towards improving service delivery. Further, strategic inter-agency coordination has remained pivotal to enhancing the administration and access to justice for children. The development of the Throughcare and Aftercare Procedures for Statutory Children Institutions in Kenya demonstrates our collective commitment and service to children.

The Throughcare and Aftercare Procedures for Statutory Children Institutions in Kenya were originally developed to address gaps in service provision to children committed to statutory institutions. These gaps included limited coordination between agencies, lack of accountability, lack of information sharing and unclear roles, especially in addressing the emerging challenges.

Thus, the second edition of the Procedures was necessitated by the need to incorporate new developments, notably on policy, legal and practice fronts, and addressing emerging challenges. The Procedures articulate and define the roles of child justice agencies in processing children from their entry into the system to their re-entry back into the community. The Procedures are also designed to enhance coordination and information-sharing in the justice system.

It is envisioned that the implementation of the revised Procedures by all stakeholders will ensure that children are accounted for at all stages and served expeditiously. The procedures mark yet another step towards creating a child-focused justice system that prioritizes the child's best interest.

The NCAJ will continue to provide support in the dissemination of, and sensitization on, these Procedures to the National Police Service, Office of the Director of Public Prosecutions, Judiciary, Office of the Secretary of Children Services, Probation and After Care Service, Kenya Prisons Service and other institutions involved in the administration of justice for children. On behalf of NCAJ, I am honoured to present this second edition of the Throughcare and Aftercare Procedures for use in statutory institutions handling children.

**Hon. Justice Martha K. Koome, EGH**  
**Chief Justice and President of the Supreme Court of Kenya &**  
**Chairperson, National Council on the Administration of Justice**



## ACKNOWLEDGEMENTS

The Throughcare and Aftercare Procedures for Statutory Children Institutions were prepared through the collaborative efforts of several stakeholders, including state and non-state actors, to strengthen access to justice for children in holding institutions.

I thank the leadership of NCAJ, led by the Chairperson, the Hon. Justice Martha K. Koome, the Chief Justice of the Republic of Kenya, and other Council Members for their guidance and strategic support in enhancing the administration of justice for children.

Special appreciation goes to the members of the NCAJ Standing Committee on the Administration of Justice for Children led by Hon. Lady Justice Teresia Mumbua Matheka. Much appreciation goes to Florence Mueni, Mary Kang'ethe, Rahab Kyengo, Davelyne Mundi, Stanley Mutala, Livingstone Oruuko, Thomas Naam, Rose Kwamboka, Fredrick Mukasa, Mina Hashiba, Prof. Ryo Tsunoda, Grace A. O. Ojunga, Lydia Ngatia, Johnstone C. Koech, Anne Thiongo, Daniel Njama, Damaris Kasyula, Susan Nyasinga, Elizabeth Bianca, Rose K. Tariki, Hellen Morgan, Phidiliah Kisinyo, Naomi Atinoi, Patricia Kinga, Armstrong Rotich, Patrick Wachira, Francis M. Ndolo, Miriam Mangoka, Martin Mugo Munyagia, Okada Buluma, Rebecca Nyandiwa, and Vanessa Kaniaru for reviewing the various drafts during the development process. I also wish to appreciate and thank Dr. Sarah Kinyanjui, who, as a consultant, extensively researched and helped prepare the guidelines.

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Special thanks go to United Nations Office on Drugs and Crime (UNODC) for technical and financial support in developing these Procedures. The steadfast commitment of UNODC to promoting and enhancing the administration of justice for children in Kenya remains phenomenal.

**Anne A. Amadi, CBS**  
**Chief Registrar of the Judiciary &**  
**Secretary, National Council on the Administration of Justice**

# ABBREVIATIONS AND ACRONYMS

<b>BI</b>	Borstal Institutions
<b>CCUC</b>	Children’s Court Users’ Committee
<b>CO</b>	Children’s Officer
<b>CPMIS</b>	Child Protection Management Information System
<b>CPU</b>	Child Protection Unit
<b>CPV</b>	Community Probation Volunteers
<b>COR</b>	Children’s Officer’s Report
<b>CRC</b>	Children’s Rescue Centre
<b>CRH</b>	Children’s Remand Home
<b>EAR</b>	Environmental Adjustment Report
<b>ECOSOC</b>	Economic and Social Council
<b>FHR</b>	Final Home Report
<b>ITP</b>	Individual Treatment Plan
<b>JICA</b>	Japan International Coordination Agency
<b>NCAJ</b>	National Council on the Administration of Justice
<b>NGO</b>	Non-Governmental Organization
<b>NPS</b>	National Police Service
<b>OB</b>	Occurrence Book
<b>ODPP</b>	Office of the Director of Public Prosecutions
<b>OSCS</b>	Office of the Secretary of Children Services
<b>PACS</b>	Probation and After Care Service
<b>PO</b>	Probation Officer
<b>POR</b>	Probation Officer’s Reports
<b>RCP</b>	Regional Coordinator of Probation
<b>RS</b>	Rehabilitation School
<b>SCCO</b>	Sub County Children’s Officer/Office
<b>SIR</b>	Social Inquiry Report
<b>UNODC</b>	United Nations Office on Drugs and Crime
<b>YCTC</b>	Youth Corrective Training Centre

# GLOSSARY OF TERMS

**Aftercare** - Services offered to children who leave alternative care as they transition to independent living.<sup>1</sup>

**Borstal Institution** - An institution established under Section 3 of the Borstal Institutions Act (CAP 92, Revised 2012).<sup>2</sup>

**Case Conference** - Meeting convened by the manager of a statutory children's institution to review a child's progress, address emerging issues, and, where appropriate, update the Individual Care Plan.

**Child** - An individual who has not attained the age of eighteen years.<sup>3</sup>

**Child in Need of Care and Protection** - A child who lives in difficult circumstances and needs to be protected from all kinds of neglect, abuse, or exploitation.<sup>4</sup>

**Child Justice System** - Comprises the legislation, norms and standards, procedures, mechanisms and provisions specifically relating to, and institutions and bodies set up to deal with, children in conflict with the law.<sup>5</sup> The key agencies in the child justice system in Kenya are the Judiciary, Office of the Secretary of Children's Services, Office of the Director of Public Prosecutions, National Police Service, Probation and After Care Service, Kenya Prisons Service and National Legal Aid Service.<sup>6</sup>

**Children's Remand Home** - A place of safety where children in conflict with the law may be committed under an order of the Court until their matters are finalized.<sup>7</sup>

**Child Status Index** - An aftercare tool for providing supervision for children in need of care and protection who have exited statutory children's rescue centres.

**Children With Disabilities** - Children with physical, sensory, mental, psychological or other impairment, condition or illness that has, or is perceived by significant sectors of the community to have, a substantial or long-term effect on an individual's ability to carry out ordinary day-to-day activities.<sup>8</sup>

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1 Laws of Kenya, Children Act 2022, No. 29 of 2022, s.2.

2 Ibid.

3 Ibid.

4 ibid, s.142.

5 Committee on the Rights of the Child General Comment No. 24 (2019), para 8.

6 Blueprint for Rehabilitation and Social Reintegration Programmes for Child Offenders in Kenya (DCS & UNODC 2021) VII.

7 Kenya (n 1).

8 Constitution of Kenya, art.60; Persons with Disabilities Act, s.2; Blueprint for Rehabilitation and Social Reintegration Programmes for Child Offenders in Kenya (DCS & UNODC 2021) VII.

**Children With Special Needs** - Children with notable physical, mental or emotional challenges preventing them or making it especially difficult to fulfill some of their everyday needs and function normally in society.<sup>9</sup>

**Environment Adjustment** - A series of continuous interventions that children and probation officers put in place to change the child's environment to make it suitable for reintegration.

**Environmental Adjustment Report** - A document prepared by children's or probation officers indicating the progress made in making the child's environment more conducive for reintegration. The report is submitted to the institution where the child is admitted.

**Family Conference** - A meeting convened by a statutory children's institution manager or a field probation/children's officer. It involves the child's participation, family members and significant others in designing and planning interventions supporting the child's safety, permanency and well-being after reintegration.

**Needs/risk Assessment Tool** - This is an objective checklist that systematically samples various needs and risks that determine the most suitable intervention for a child such as non-custodial orders or placement of the child in an institution.

**Placement Office** - A children's or probation office which prepares a social inquiry report of a child during the trial. Where both a children's officer and probation officer have prepared a social inquiry report in respect of the same child, and the child is committed to a rehabilitation school, the placement office shall be the children's office. In cases where a child has been committed to a Borstal institution, the Youth Corrective Training Centre, or a probation hostel, the placement office shall be the probation office.

**Receiving Office** - Children's office or probation office whose jurisdiction covers the child's expected residence after release. If the placement office is a children's office, the receiving office is the children's office to which the child is expected to be released. Similarly, if the placement office is a probation office, the receiving office is the probation office in the area where the child is expected to be released.

**Reception Centre** - Institution established for reception, assessment, classification and placement of children committed to rehabilitation schools.

**Rehabilitation** - Interventions aimed at nurturing restraint from committing a crime and restoring the status of a law-abiding child.<sup>10</sup>

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9 Vivienne Chin and Yvon Dandurand, *Introductory Handbook on the Prevention of Recidivism and the Social Reintegration of Offenders* (UNODC 2012) 150; *Blueprint for Rehabilitation and Social Reintegration Programmes for Child Offenders in Kenya* (DCS & UNODC 2021) VII.

10 Vivienne Chin and Yvon Dandurand, *Introductory Handbook on the Prevention of Recidivism and the Social Reintegration of Offenders* (UNODC 2012) 149.

**Rehabilitation Schools** - A rehabilitation school established under section 78 of the Children Act, 2022.<sup>11</sup>

**Reintegration** - A process aimed at disengaging children from institutions and reuniting them with their families and communities through interventions, programmes and services designed to assist them in resettling into their families and communities.

**Throughcare** - The continuum of processes/services geared towards the expeditious, well-coordinated transition of a child from one stage/institution to another in the justice system, with due regard to the safety, well-being and best interests of the child.

**Social Inquiry Report** - Children officer's or probation officer's report that provides information about the child, such as personal details, parents' details, home details, other family details, case history, and other information the court may require.

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11 Kenya (n 1), s.78 & s.239(1)(e).

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# SHOWERS OF PROSPERITY IN PROBATION



Painting by a probationer, Nakuru Girls Probation Hostel, 2020

# 1. THE STATUTORY CHILDREN INSTITUTIONS IN KENYA

## 1.1 Introduction – The Context

1. The child justice agencies in Kenya are organically galvanizing into a streamlined child justice system.
2. Notably, the Children Act 2001 consolidated laws relating to children and recognised institutions mandated to deal with children’s matters. This marked an express recognition of the child justice system and has seen the organic inter-agency as well as multi-agency cooperation of the child justice agencies. The Children Act 2022 entrenches the reforms introduced by the Children Act 2001 as well as progressive practices and aspirations relating to child justice in Kenya.
3. The appointment of the National Council on the Administration of Justice Special Task Force on Children Matters<sup>12</sup> signals the growing inter-agency and multi-agency cooperation in the child justice system. Further, the establishment of Children’s Court Users’ Committees (CCUCs) and issuing of CCUCs Guidelines 2022 demonstrates an endeavour to enhance inter-agency and multi-agency cooperation at the level of court stations.
4. There has also been cross-cutting introspection and reforms within the child justice agencies. For instance, in 2019, the Directorate of Children’s Services (DCS) assessed the rehabilitation and reintegration programmes across the child justice system. This birthed a Blueprint for the Rehabilitation and Reintegration of Children in Conflict with the Law in Kenya which articulates the role of all the child justice agencies.<sup>13</sup>
5. Similarly, the Probation and After Care Service (PACS) developed its Youth and Child Justice Strategy to enhance its services to children in conflict with the law and youth offenders.<sup>14</sup>

<sup>12</sup> Gazette Notice No. 369 of 2016.

<sup>13</sup> Department of Children Services, Blueprint for Rehabilitation and Social Reintegration Programmes for Children in Conflict with the Law in Kenya, (Department of Children’s Service & UNODC 2021)<BLUEPRINT-FOR-REHABILITATION-AND-SOCIAL-REINTEGRATION-PROGRAMMES\_AD\_fa\_new\_Web.pdf (socialprotection.go.ke)> accessed 15 May 2021; Sarah Kinyanjui, An Assessment of Rehabilitation and Social Reintegration Programmes, Services and Practices for Children in Conflict with the Law in Kenya, (Department of Children’s Services & UNODC 2021)<DCS\_Assessment-of-Rehabilitation-and-Reintegration-Programmes\_HR.pdf(socialprotection.go.ke)> accessed 15 May 2021.

<sup>14</sup> Probation and After Care Service, Child and Youth Justice Strategy, 2022.

Further, the Office of the Director of Public Prosecutions (ODPP) pays specific attention to children in its policies such as the Diversion Policy,<sup>15</sup> Guidelines on the Decision to Charge<sup>16</sup> and the Diversion Guidelines and Explanatory Notes.<sup>17</sup> In the same vein, the Judiciary adopts a child-centred approach which is demonstrated in its policy documents such as the Sentencing Policy Guidelines, Bail and Bond Policy Guidelines<sup>18</sup> as well as the Criminal Procedure Bench Book.<sup>19</sup>

6. Nevertheless, there still exist lapses in the child justice system that undermine the envisaged seamless handling of children in the system.<sup>20</sup> There are therefore continuing efforts to address these gaps and strengthen the child justice system to enhance service delivery for children.
7. The developing focus of the child justice system is the rehabilitation of children and there is a gradual shift towards restorative justice.<sup>21</sup> Rehabilitation and reintegration of children take place in a continuum and are not the preserve of a single agency. Thus, all agencies involved in handling children right from apprehension to reintegration must therefore be informed by mutual principles and work towards achieving the goals of rehabilitation and reintegration of children.
8. Further, all agencies in the child justice system must strive to meet the best interests of children in conflict with the law and in need of care and protection as obligated by the Constitution of Kenya 2010, Children Act 2022 and international legal instruments.<sup>22</sup>
9. It is against this background that these Throughcare and Aftercare Procedures for Statutory Children Institutions in Kenya seek to streamline the processing of children from apprehension to reintegration. The Procedures also seek to enhance efficient handling of children in need of care and protection right from identification, temporary placement to reintegration.
10. The Procedures are limited to the actual processes involved as a child transitions from one stage/institution to another and do not address the treatment of children within the institutions.

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15 Office of the Director of Public Prosecutions, Diversion Policy, 2019, clause A.5.

16 Office of the Director of Public Prosecutions, Guidelines on the Decision to Charge, 2019, clause 3.2.2.4.

17 Office of the Director of Public Prosecutions, Diversion Guidelines and Explanatory Notes, clauses 35-43.

18 Bail and Bond Policy Guideline, paragraph 4.4(j); paragraph 4.28; paragraph 6.27 < Bail\_and\_Bond\_Policy\_Guidelines.pdf (kenyalaw.org)> accessed 15 May 2021.

19 Sentencing Policy Guidelines, paragraph 20.1 – 20.20 <https://judiciary.go.ke/download/sentencing-policy-guidelines/> accessed 15 May 2021; Criminal Procedure Bench Book 2018, paragraphs 21, 77, 80, 90, 111 etc. <https://judiciary.go.ke/download/criminal-procedure-benchbook/> accessed 15 May 2021.

20 Sheila Wamahiu et al, Status Report on Children in the Justice System in Kenya (NCAJ 2019) 13 <https://ncaj.go.ke/wp-content/uploads/2019/11/NCAJ-Report-Digital-Version.pdf>.

21 Sarah Kinyanjui, An Assessment of Rehabilitation and Social Reintegration Programmes, Services and Practices for Children in Conflict with the Law in Kenya, (Department of Children's Services & UNODC 2021) 1.

22 Constitution of Kenya 2010, Art. 53(2); Convention on the Rights of the Child, Art. 3(1); African Charter on the Rights and the Welfare of the Child, Art. 4; Children Act 2022, No. 29 of 2022, Committee on the Rights of the Child General Comment No. 14 (2013).

## **1.2 The Implementing Institutions**

11. The Throughcare and Aftercare Procedures are designed to facilitate the effective and efficient transition of children from one stage to another in the criminal justice system. They are to be implemented by the following agencies:
  - i. National Police Service
  - ii. Office of the Director of Public Prosecutions
  - iii. Judiciary
  - iv. Probation and After Care Service
  - v. Office of the Secretary of Children Services
  - vi. Kenya Prisons Service.
  
12. While the core mandate lies with these institutions, the effective implementation of these procedures requires support from other state agencies within Ministries such as the Ministry of Health, Ministry of Interior and Coordination of National Government, Ministry of Education and Ministry of Public Service, Gender, Senior Citizens Affairs and Special Programmes. The support of non-state actors is also necessary.

## **1.3 Objectives of the Throughcare and Aftercare Procedures**

13. The objectives of the Throughcare and Aftercare Procedures are to:
  - i. Streamline the handling and transfer of children in statutory institutions in accordance with existing laws and policies.
  - ii. Enhance inter-agency/multi-agency cooperation to foster effective and efficient handling of children in the child justice system.
  - iii. Standardise admission and exit procedures across child justice institutions.
  - iv. Streamline procedures and preparations for the reintegration of children exiting child justice institutions.
  - v. Entrench individual and institutional responsibility in securing the wellbeing and best interests of children in conflict with the law.

- vi. Institutionalise collection, collation and management of accurate data on children in statutory institutions.
- vii. Equip officers with relevant information to effectively handle children across the child justice system.

## **1.4 Values and Principles Underpinning the Throughcare and Aftercare Procedures**

14. The Throughcare and Aftercare Procedures are grounded in the following key principles.

### **1.4.1 Best interests of the child**

15. The principle of the best interests of a child applies in all decisions, services and operations relating to children.<sup>23</sup> It denotes overall due regard for a child's welfare at all times, right from apprehension to reintegration. This principle imposes an obligation on all agencies to act expeditiously, professionally and effectively.
16. This principle informs the requirement that courts dealing with children in conflict with the law take into account the welfare of each child. In particular, courts are required to ensure that provision is made for the children's maintenance, education and training.<sup>24</sup> The best interests of children in conflict with the law demand that the underlying welfare concerns that contribute towards offending are also addressed. Further, being in conflict with the law in itself impacts a child's development, thus rendering a child to need of care and protection in the terms set out in the Children Act 2022.<sup>25</sup>

### **1.4.2 Duty of care**

17. The Constitution of Kenya articulates a commitment to nurturing and protecting individuals, the family, communities and the nation, thus espousing a duty of care.<sup>26</sup> Resonating with this duty, the Children Act 2022 requires courts to consider the welfare of all children in conflict with the law appearing before them. This requirement extends to ensuring their safety, health care and access to education.<sup>27</sup>
18. All decisions and actions in the child justice system must, therefore, be informed by the duty of care.

23 Constitution of Kenya 2010, Art. 53(2); Convention on the Rights of the Child, Art. 3(1); African Charter on the Rights and the Welfare of the Child, Art. 4; Children Act 2022, No. 29 of 2022, Committee on the Rights of the Child General Comment No. 14 (2013).

24 Children Act 2022, No. 29 of 2022, s.225(1).

25 S. 144 (y) & (bb).

26 Constitution of Kenya 2010, preamble.

27 Children Act 2022, No. 29 of 2022, s.236(1).

### 1.4.3 Do no harm

19. Children transitioning from one stage/institution to another must be protected from harm. Agencies in the child justice system must ensure that their decisions and actions do not harm children.

### 1.4.4 Respect for and protection of child rights

20. At every stage of the child justice system, the rights of children must be upheld. The rights of children as set out in the Constitution, the Children Act 2022 and international legal instruments apply to children in the child justice system. Officers involved in the Throughcare and Aftercare processes for children in the child justice system must especially strive to adhere to the following rights:

- i. Non-discrimination

In all undertakings, officers shall handle all cases with due attention and utmost professionalism without bias or discrimination.<sup>28</sup> Efforts must be made to ensure that all children enjoy the benefit of the law equally.

- ii. Protection

At all stages, officers must ensure that children are safe and protected from any form of harm as well as inhuman or degrading treatment.<sup>29</sup> In this regard, officers must ensure adherence to Procedures that are intended to protect children. For example, relevant officers must ensure that upon committal, children are escorted to institutions expeditiously. Also, at least one of the escorting officers should be of the same sex as the child committed to an institution.

- iii. Institutionalisation as the last resort

Children should only be held in custody as a last resort. Diversion should be considered at the earliest opportunity.<sup>30</sup> If deemed necessary to charge a child who is then found to have committed an offence, non-custodial options must be considered. Further, when held in custody, the period should be the least possible. Thus, officers involved from apprehension to committal must act expeditiously to minimize pretrial custody.<sup>31</sup>

Further, decisions to release children on bail should be made expeditiously. Unless there are compelling reasons, children should be released on bail.

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28 Constitution of Kenya, art. 27; Children Act 2022, No. 29 of 2022, s.9.

29 Constitution of Kenya, art.53 (1) (d).

30 Children Act 2022, No.29 of 2022, s.227; ODPP Diversion Policy 2019, clause 2b; ODPP Diversion Policy Guidelines and Explanatory Notes 2019, clause 9 &35; ODPP National Prosecution Policy 2015, clause 6b; United Nations National Guidelines for the prevention of Juvenile Delinquency (the Riyadh guidelines), clause 58.

31 Constitution of Kenya, art 53(1)(f) (i); Children Act 2022, No. 29 of 2022, s. 235(c).

- iv. Health care  
As children transition from one stage/institution to another, officers must pay due regard to children's health and seek medical attention where needed.<sup>32</sup>
- v. Dignity and care for children with disabilities and/or special needs  
All decisions and actions concerning children with disabilities and/or special needs must protect their dignity and pay due regard to their special needs.<sup>33</sup>
- vi. Child participation  
Children must be involved in decisions that affect their lives with due regard to their developing capacities.<sup>34</sup>
- vii. Right to information  
Institutions bear the responsibility to provide access to information that would be beneficial to a child.<sup>35</sup>
- viii. Right to privacy  
In all stages, children's privacy must be protected.<sup>36</sup>

## 1.5 Domestic and International Legal Instruments Informing the Throughcare and Aftercare Procedures

21. The Constitution recognises international treaties or conventions ratified by Kenya as law in Kenya. Officers implementing the Throughcare and Aftercare Guidelines should therefore remain guided by the following relevant legal instruments:

### 1.5.1 Domestic legal instruments and policy documents

- Children Act 2022, No. 29 of 2022, Laws of Kenya
- Criminal Procedure Code 1930, Cap 75, Laws of Kenya
- Borstal Institutions Act 1963, Cap 92, Laws of Kenya
- Probation of Offenders Act 1943, Cap 64, Laws of Kenya
- Prisons Act 1962, Cap 90, Laws of Kenya
- Persons Deprived of Liberty Act 2014, No. 12 of 2014, Laws of Kenya
- Sentencing Policy Guidelines 2016
- Blueprint for Rehabilitation and Social Reintegration Programmes for Child Offenders in Kenya 2021

<sup>32</sup> Constitution of Kenya, art. 53(1)(c); Children Act 2022, No. 29 of 2022, s.16; s.9; Children Act 2022, No. 29 of 2022, s.236(2).

<sup>33</sup> Children Act 2022, No. 29 of 2022, s.20.

<sup>34</sup> United Nations Standard Minimum Rules for the Administration of Juvenile Justice (Beijing Rules), r.14(2); African Charter on the Rights and Welfare of the Child; art 17(2)(c)(ii).

<sup>35</sup> Convention on the Rights of the Child, art.17; Constitution of Kenya, art 35(1).

<sup>36</sup> Children Act 2022, No. 29 of 2022, s.220.

- Bail and Bond Policy Guidelines 2015
- National Standards and Regulations for Statutory Children’s Institutions 2008
- Probation and After Care Service: The National Standards Manual 1994
- Criminal Procedure Bench Book 2018
- Office of the Director of Public Prosecutions Diversion Policy 2019
- Office of the Director of Public Prosecutions Diversion Guidelines and Explanatory Notes 2019
- Office of the Director of Public Prosecutions National Prosecution Policy 2015
- Office of the Director of Public Prosecutions A Prosecutor’s Guide to Children in the Criminal Justice System 2020
- Office of the Director of Public Prosecutions Practice Directions on Prosecution of Children Cases - Right to Privacy for Children and Rights of Subjects to Legal Representation 2020
- Constitution of Kenya 2010
- Standard Operating Procedures for Implementing Alternative Family and Community Based Care for Children in Kenya 2021
- Guidelines for the Alternative Family Care of Children in Kenya 2014
- Case Management for Reintegration into Family and Community Based Care for Children 2019

### **1.5.2 International legal and policy instruments**

- Convention on the Rights of the Child
- International Covenant on Civil and Political Rights
- International Covenant on Economic, Social and Cultural Rights
- Convention against Torture and Other Cruel, Inhuman or Degrading Treatment or Punishment
- United Nations Standard Minimum Rules for the Administration of Juvenile Justice (Beijing Rules)
- Economic and Social Council (ECOSOC) Guidelines on Justice in Matters involving child victims and witnesses of Crime
- United Nations Rules for the Protection of Juveniles Deprived of their Liberty
- United Nations Guidelines for the Prevention of Juvenile Delinquency (Riyadh Guidelines)
- United Nations Rules for the Treatment of Women Prisoners and Non-Custodial Measures for Women Offenders (Bangkok Rules)
- United Nations Minimum Rules for the Treatment of Prisoners (Nelson Mandela Rules)
- United Nations Standard Minimum Rules for Non-Custodial Measures (Tokyo Rules)
- Guidelines for Action on Children in the Criminal Justice System
- Declaration on the Protection of All Persons from Being Subjected to Torture and Other Cruel, Inhuman or Degrading Treatment or Punishment
- Code of Conduct for Law Enforcement Officials
- Basic Principles on the Use of Force and Firearms by Law Enforcement Officials
- Basic Principles on the Role of Lawyers
- Guidelines on the Role of Prosecutors



Child Protection Unit

## 2. CHILD PROTECTION UNITS THROUGH CARE AND AFTERCARE PROCEDURES

### 2.1 Description

1. Child Protection Units (CPUs) are child-friendly facilities for the protection and care of children at police stations, run by trained child-friendly police officers.<sup>37</sup> CPUs are intended to cater to children for the shortest time possible, not exceeding twenty-four (24) hours, as their cases are processed. All children's cases reported at police stations should be handled at CPUs professionally and effectively with the objective of enhancing access justice, taking care of the children's welfare and protecting their rights.
2. CPUs cater for two categories of children, namely:
  - i. Children in conflict with the law, and
  - ii. Children in need of care and protection.
3. When handling children at CPUs, officers must respect the rights of accused persons generally as well as the specific rights/regulations relating to children in conflict with the law. In particular:
  - i. A child must not be handcuffed.
  - ii. Police officers escorting children should neither be in police uniform nor armed.
  - iii. The officer in charge shall ensure that the special needs and/or disability status of children are taken into account.
  - iv. The officer in charge shall ensure adherence to the Ministry of Health Guidelines including those relating to prevention and management of contagious diseases.
  - v. Where the age of a child cannot be readily ascertained and a birth certificate is not available, an age assessment order should be obtained from the court.

<sup>37</sup> Children Act 2022, No. 29 of 2022, s.64; United Nations Standard Minimum Rules for the Administration of Juvenile Justice (Beijing Rules), r.12.

## 2.2 Children in Conflict with the Law

4. A child in conflict with the law is a person, under the age of eighteen, who is apprehended upon suspicion of having committed an offence.
5. The officer apprehending a child suspected of having committed an offence is required to inform the child of the reason for the arrest, the right to remain silent and the repercussions of not remaining silent.<sup>38</sup>

### 2.2.1 Procedures Chart



### 2.2.2 Procedures

#### Procedure 1: Recording Initial Report

6. The officer in charge of the CPU shall record the initial report in the occurrence book (OB) capturing a child's details (age, sex, nature of the offence and the time the incident occurred).
7. Unless there is a compelling reason, and as a matter of last resort, a child should not be kept in police custody.<sup>39</sup> If a child is held in custody, the officer in charge shall ensure that the child is held in the CPU.<sup>40</sup>

38 Constitution of Kenya, art. 49(1)(a).

39 Constitution of Kenya, art. 49(1)(h) & art. 49(2); Children Act 2022, No. 29 of 2022, s. 223; Bail and Bond Policy Guidelines, para 4.4(j).

40 Children Act 2022, No. 29 of 2022, s. 235(i).

8. To ensure that the needs of the child are addressed, and to facilitate the timely submission of a children's officer's report to the court, the officer in charge of the CPU shall inform the Sub-County children's officer as soon as a child is apprehended and in any event, within twenty four hours.<sup>41</sup>
9. The officer in charge of the CPU shall ensure that an apprehended child is informed of the charges in a language understood by the child.<sup>42</sup>
10. The officer in charge of the CPU shall contact the parent or guardian of the child.<sup>43</sup>
11. The Officer in-Charge of the CPU shall inform the child of the right to legal representation upon being admitted at the CPU.
12. Whenever a female child is escorted from the CPU, a female officer must be present.

### **Procedure 2: Assessment of a Child**

13. The Children's Officer notified of the arrest of a child, shall proceed to assess the child and submit an assessment report (CPU 4 ) to the police officer.
14. The assessment should be conducted in a child-friendly manner including the use of appropriate language and in a conducive environment.<sup>44</sup>

### **Procedure 3: Interviewing a Child**

15. The child's parent/guardian or advocate must be present when the child is being interviewed.
16. Interviewing should be conducted in a child-friendly manner which includes the use of appropriate language and in a conducive environment.<sup>45</sup>

### **Procedure 4: Opening a Child's Case File and Protection and Care File**

17. The Officer in-Charge of the CPU shall open a police case file consisting of;
  - i. Crime and incident report (OB extract)
  - ii. Documentary evidence
  - iii. Medical Reports
  - iv. Prosecution witness statements

<sup>41</sup> Children Act 2022, No. 29 of 2022, s.218(1)

<sup>42</sup> Constitution of Kenya, art.49(1)(a).

<sup>43</sup> Children Act 2022, No. 29 of 2022, s.218; United Nations Standard Minimum Rules for the Administration of Juvenile Justice ("The Beijing Rules"), Rule 10.3.

<sup>44</sup> United Nations Standard Minimum Rules for the Administration of Juvenile Justice ("The Beijing Rules"), Rule 10.3

<sup>45</sup> United Nations Standard Minimum Rules for the Administration of Juvenile Justice ("The Beijing Rules"), Rule 10.3.

- v. Cautionary statement of the accused person
  - vi. Investigation diary
  - vii. Particulars of the accused person
  - viii. Charge sheet
  - ix. Findings and summary of the case
18. The investigating officer shall record a child's cautionary or plain statement in the presence of a representative, that is a parent or guardian or an advocate.
  19. Children in conflict with the law are categorised as children in need of care and protection.<sup>46</sup> The officer in charge of a CPU shall, therefore, ensure that in addition to the case file, a protection and care file, as set out in Procedure 2 in the section on children in need of care and protection, is opened.

#### **Procedure 5: Decision to Charge/Divert**

20. The investigating officer shall immediately forward the police file to the ODPP for perusal and direction.
21. Upon perusal the ODPP shall either:
  - i. Decide to charge, in which case a charge sheet (CPU2) shall be drafted and the child arraigned in court or
  - ii. Decide to divert or opt for other alternatives to prosecution in accordance with the ODPP policy directions<sup>47</sup>
  - iii. Decide to have the child released unconditionally.
22. The ODPP shall be guided by the obligation to consider diversion and alternatives to prosecution as an option for all children.<sup>48</sup>

<sup>46</sup> Children Act 2022, No. 29 of 2022, s. 144(bb).

<sup>47</sup> Children Act 2022, No. 29 of 2022, s. 227(1); ODPP Diversion policy, clause 43(b); ODPP Diversion Policy Guidelines and Explanatory Notes, clause 35.

<sup>48</sup> Children Act No. 29 of 2022, s. 227(1); ODPP Diversion Guidelines and Explanatory Notes, clause 35. ODPP A Prosecutor's Guide to Children in the Criminal Justice System, para 31 &38; ODPP Practice Directions on Prosecution of Children Cases - Right to Privacy for Children and Rights of Subjects to Legal Representation, clause 3.5.

### Procedure 6: Presentation in Court<sup>49</sup>

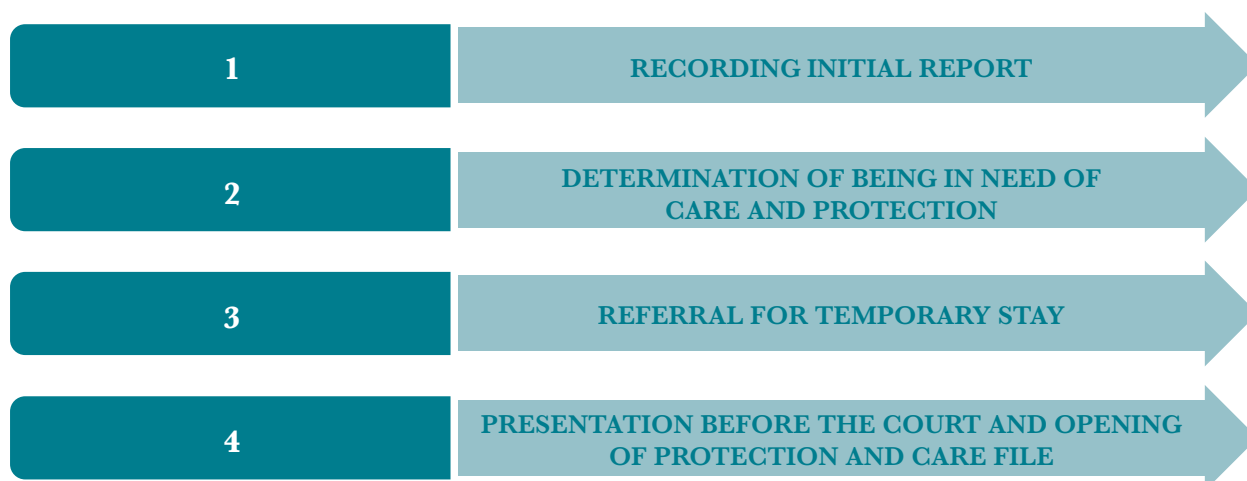
23. A child shall be presented before the court within twenty-four (24) hours from the time of apprehension.<sup>50</sup>
24. If a child was arrested on a day that falls out of the court's working day, the child shall be presented before the court by the end of the next court's working day.<sup>51</sup>

### Procedure 7: Referral to Other Institutions

25. Where additional services, such as health services or psychosocial support services are needed, the officer in charge of the CPU shall alert the children's officer.
26. The children's officer shall submit an application to the court for the relevant referral orders.<sup>52</sup>

## 2.3 Children in Need of Care and Protection

### 2.3.1 Procedures Chart



### 2.3.2 Procedures

#### Procedure 1: Recording Initial Report

27. Where a child is deemed to fall under any of the categories outlined section 144 of the Children Act 2022, an initial report shall be recorded in the occurrence book (OB) and CPU register.
28. Where a child is in danger, the Officer in-Charge of the CPU will notify the children's officer and jointly rescue the child. However, where it is not feasible to act jointly, the officer in charge of the CPU will activate a police rescue.

<sup>49</sup> See Chapter Seven for detailed court procedures.

<sup>50</sup> Constitution of Kenya 2010, art. 49(1)(f)(i).

<sup>51</sup> Constitution of Kenya 2010, art. 49(1)(f)(ii).

<sup>52</sup> Children Act 2022, No. 29 of 2022, s. 150(2)(k) as read with s. 144(bb).

29. Upon rescue, the child shall be taken promptly to the CPU.

### **Procedure 2: Determination of Being in Need of Care and Protection**

30. The officer in charge shall decide whether a child needs care and protection either by the child's or other person's disclosure, by observation, by assessment or any other means, and if so established, whether there exists supporting evidence. All this information should be recorded in the OB.

31. The investigating officer recording a child's statement should do so in the presence of a representative, such as a parent/guardian or advocate.

32. If the child is a victim of crime, the officer in-charge of the CPU shall liaise with the ODPP for advice and direction.

### **Procedure 3: Referral for Temporary Stay**

33. The officer in charge of the CPU may refer a child for a temporary stay in a place of safety such as a rescue centre or a children's home until the child can be presented before the court.<sup>53</sup>

### **Procedure 4: Presentation Before the Court and Opening of Protection and Care File**

34. The officer in charge of CPU shall draft a police letter referring the child to the court and shall attach documents, deemed necessary in the particular case, such as OB extract, birth certificate or medical reports.

35. The officer in charge of the CPU shall ensure that all children in need of care and protection are presented to the court and that protection and care files are opened.

## **2.4 List of Child Protection Units Appendices**

CPU1 – CPU Register

CPU2 – Charge Sheet

CPU3 – P&C Form

CPU 4 – Assessment Form

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<sup>53</sup> Children Act 2022, No. 29 of 2022, s. 145(2).



Nairobi Children's Rescue Centre

# 3. CHILDREN'S RESCUE CENTRES THROUGH CARE AND AFTERCARE PROCEDURES

## 3.1 Description

1. Children's Rescue Centres (CRC) are institutions established to provide temporary care for children who are classified as needing care and protection as per the criteria set out in Children Act 2022.<sup>54</sup> Through court orders, children are placed in rescue centres for a maximum period of six (6)<sup>55</sup> months pending reintegration in their families, foster care, adoption, alternative family care or any other intervention under the Children Act 2022. The CRCs are managed<sup>56</sup> by the OSCS.

## 3.2 Categories of Children's Rescue Centres

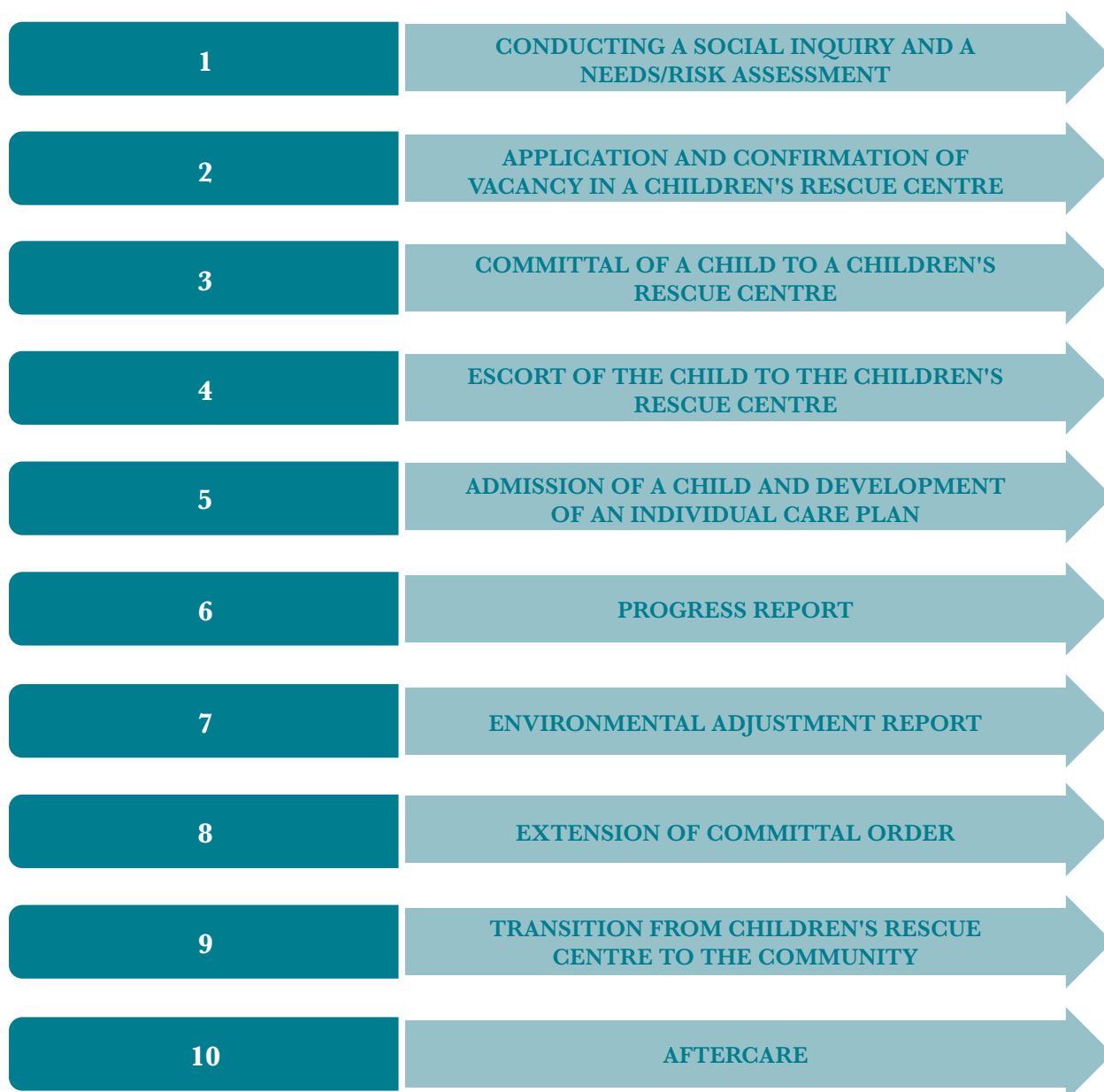
2. Placement of children in rescue centres is based on their age and sex as indicated below:
  - i. **Category 1 (0-6) Years**
    3. In this category, both boys and girls are placed temporarily awaiting tracing and reintegration or alternative care. Examples of rescue centres in this category are Nairobi Children's Rescue Centre and Garissa Children's Rescue Centre. Notably, this category of CRCs admits emergency cases, especially of abandoned babies.
  - ii. **Category 2 (7-17) Years**
    4. Under this category, there are rescue centres for girls only, boys only, and those housing both boys and girls. Examples of rescue centres in this category are Machakos Children's Rescue Centre, Thika Children's Rescue Centre, Garissa Children's Rescue Centre and Kisumu Children's Rescue Centre.

<sup>54</sup> Sections 142 and 144.

<sup>55</sup> Children Act 2022, No. 29 of 2022, s.63(1).

<sup>56</sup> Section 63(2).

### 3.3 Procedures Chart



### 3.4 Procedures

#### Procedure 1: Conducting a Social inquiry and a Needs/Risk Assessment

5. The placement children's officer shall compile a Social Inquiry Report (CRC Appendix 1) and conduct a needs and risk assessment using the requisite Form (CRC Appendix 2). The social inquiry report, which should be comprehensive, shall indicate exit options.

## Procedure 2: Application and Confirmation of Vacancy in a Children's Rescue Centre

6. The placement children officer will apply to OSCS for a vacancy using an application form (CRC Appendix 3). The application form may be sent through email, post or delivered to OSCS headquarters. The Social Inquiry Report (CRC Appendix 1) should be attached to the request letter. To expedite the process, telephone calls should be made to follow up on the application.
7. The OSCS will confirm a vacancy through a written letter or email within one week from the date of receipt of the request. A Confirmation of a Vacancy Form (CRC Appendix 4) shall be attached to the letter/email.
8. In case of an emergency, such as when a child's life is in danger, a child may be admitted directly to a rescue centre under sections 63(8)(b) and 145(2) of the Children Act 2022. In this case, the manager should admit the child temporarily for not more than two weeks within which the placement children's officer shall make a formal application to OSCS for a vacancy. Upon confirmation of the vacancy, the placement children officer shall formalise committal of the child to the institution through a committal order.

## Procedure 3: Committal of a Child to a Children's Rescue Centre

9. **Stage 3A:** For children in category 1, the placement children officer shall ensure that the following committal documents are in the possession of the escorting officer for submission to the manager upon arrival at the rescue centre:
  - i. A comprehensive Social Inquiry Form (CRC Appendix 1) and/ or a police officer's letter
  - ii. A committal order/ warrant
  - iii. A comprehensive Medical Assessment Report (CRC Appendix 5)
  - iv. A Needs/Risk Assessment Form (CRC Appendix 2).
10. **Stage 3B:** For children in category 2, the placement children officer shall ensure that the following committal documents are in the custody of the escorting officer for submission to the manager upon arrival at the rescue centre:
  - i. A copy of the confirmation of vacancy letter from OSCS (CRC Appendix 4)
  - ii. A comprehensive Children's Officer Report (CRC Form 1 - Appendix 1)
  - iii. A copy of the Needs/Risk Assessment Form (CRC Appendix 2)
  - iv. A committal order

- v. A comprehensive Medical Assessment Report (Appendix 5)
- vi. Case Record Sheet (Appendix 6).

#### **Procedure 4: Escort of a Child to a Children's Rescue Centre**

11. Upon pronouncement of the committal order, the placement children's officer, in liaison with the Sub-County Children Officer (SCCO), shall put together the documents stipulated in stage 3 and hand them over to the escorting officer. Where needed, the placement officer shall seek a court order to obtain a medical assessment report.
12. Upon committal, the child shall be escorted to the rescue centre promptly by the police/ children's officer. Appropriate measures should be taken to safeguard the welfare of a child when being escorted. In particular, a female officer should be present when a female child is being escorted.

#### **Procedure 5: Admission of a Child and Development of Individual Care Plan**

13. The manager of the rescue centre shall be responsible for receiving children committed to the institution.
14. Children admitted will be under the care of the rescue centre for a period of six months.<sup>57</sup>
15. Upon admission, the CRC manager shall conduct an orientation session to familiarise the child with the environment and convey the rescue centre's expectations.
16. The CRC manager shall then convene a case conference to conduct a social inquiry review and prepare an Individual Care Plan (CRC Appendix 7). This is aimed at ensuring holistic care of the child and will be carried out within two weeks of the child's admission with a review of the care plan to be conducted every three months.
17. A reintegration strategy shall be developed during the case conference taking into consideration alternative care options.
18. Subsequently, a family conference will be conducted to address the needs and risks of the child and prepare for reintegration. During the conference, a Family Conference Form (CRC Appendix 8) shall be filled in.
19. Where applicable, the CRC manager shall then send the Individual Care Plan to the children's office (receiving office) where the child will be released for reintegration.
20. If unable to establish a probable place for the child to be released to, the receiving office and the CRC manager shall explore alternative care options.

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<sup>57</sup> Children Act 2022, No. 29 of 2022, s.63(2).

### **Procedure 6: Progress report**

21. At the third month of a child's residence at the rescue centre, the manager shall submit a Progress Report (CRC Appendix 9) to the placement officer/receiving officer where the centre is located.
22. The CRC manager will also request the receiving office to prepare and send an Environmental Adjustment Report (Appendix 10) to the rescue centre.

### **Procedure 7: Environmental Adjustment Report**

23. Upon receipt of the progress report from the rescue centre, the receiving office shall prepare an Environmental Adjustment Report in respect of the child (CRC Appendix 10). The Environmental Adjustment Report shall be submitted to the rescue centre within one (1) month from the date of receipt of the progress report.

### **Procedure 8: Extension of a Committal Order**

24. If the committal order expires, and the circumstances of the child have rendered it difficult to conclude a reintegration strategy, the SCCO shall make an application for the court to extend the committal order pending the confirmation of the reintegration strategy.

### **Procedure 9: Transition from a Children's Rescue Centre to the Community**

25. A family conference shall be conducted prior to release from the rescue centre in preparation for reintegration.
26. Upon release, the manager of the rescue centre shall make arrangements for the escorting of the child and handing the child over to the parent/guardian in the presence of the receiving Sub-County children's officer.
27. During handing over, a Release Form (CRC Appendix 11) will be issued to the family of the child. If the child's first contact was through a police station, a copy of the form will be submitted to the respective police station.
28. Where a parent/guardian is willing to pick up a child from the rescue centre, the child will be released, and the parent/guardian will be given a Release Form (CRC Appendix 11) and written instructions to report to the receiving Sub-County children officer.
29. Where an alternative care option has been identified, the children's officer in the field, who is the placement officer or Sub-County children's officer where the rescue centre is located, will hand over the child to the new family and continue monitoring, in the case of foster care, *kafaalah* or kinship care. Where adoption or guardianship is considered, the court process will be pursued.

### **Procedure 10: Aftercare**

30. The receiving office shall provide aftercare for a child released from the rescue centre for a minimum period of two (2) years.
31. Aftercare involves supervision of the child and family guided by the parameters in the Child Status Index (CRC Appendix 12) which include food and nutrition, shelter and care, protection, health, psychosocial, education and skills training.

## **3.5 List of Children Rescue Centres Appendices**

CRC1 – Social Inquiry Report

CRC2 – Needs/Risk Assessment Form

CRC3 – Request for Vacancy Form

CRC4 – Confirmation of Vacancy Form

CRC5 – Medical Assessment Report

CRC6 – Case Record Sheet

CRC7 – CRC Individual Care Plan

CRC8 – Family Conference Form

CRC9 – Progress Report

CRC10 – Environmental Adjustment Report

CRC11 – CRC Release Form

CRC12 – CRC Child Status Index



Nairobi Children's Remand Home

# 4. CHILDREN'S REMAND HOMES THROUGH CARE AND AFTERCARE PROCEDURES

## 4.1 Description

1. Children's Remand Homes, established pursuant to section 77 of the Children Act 2022, are premises for children's temporary residence during the trial period and are run by OSCS.

## 4.2 Procedures Chart



## 4.3 Procedures

### Procedure 1: Committal and Escort of a Child to a Children's Remand Home

2. Upon committal to a remand home by the court, a police officer shall escort a child to the institution.
3. The following documents shall be submitted to the manager of the remand home by the escorting officer during admission of the child:
  - i. Police letter drafted at the police station
  - ii. Copy of charge sheet provided by the police
  - iii. Committal warrant issued by the court
  - iv. Copy of the children's / probation officer report, if available at this stage (CRH Appendix 1 and 2 respectively)
  - v. Birth certificate/ any other relevant documents revealing the age of the child available, provided by the family
  - vi. Age Assessment Report, where applicable, from a government health facility
  - vii. Medical Assessment Form from a government health facility (CRH Appendix 3)
  - viii. Medical report in case the medical facility is the referral institution.
  - ix. During infectious diseases outbreaks/pandemics, a certificate from an accredited medical facility
  - x. Referral form from a children officer (CRH Appendix 7).
4. The police officer in liaison with the children's officer/probation officer shall ensure that these documents are provided. Where court orders are needed to obtain any of the documents, the children's officer shall apply to the court.
5. Sick or ailing children should receive medical attention before being escorted to the remand home.<sup>58</sup>

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<sup>58</sup> Children Act 2022, No. 29 of 2022, s.225(2).

### **Procedure 2: Admission of a Child at a Remand Home**

6. Upon arrival at the remand home, the police officer shall hand over the child, escort register, committal warrant and the other required documents to the manager upon which:
  - i. The manager shall sign the escort register and receive the child.
  - ii. The admission register shall be updated with details of the newly admitted child.
  - iii. The child's case record sheet shall also be filled in.
  - iv. The child will then be registered in the Child Protection information management systems (CPIMS).
  - v. Upon admission, an orientation session for the child will be held. During orientation, the child shall be informed of the remand home's rules, regulations and expectations as well as modalities of court attendance.

### **Procedure 3: Case Conference**

7. Within two weeks of admission, the manager of a remand home shall hold a case conference for a newly admitted child to initiate preparations for the process of exiting.
8. The manager of the remand home shall inform the children's officer, probation officer and other relevant stakeholders of the venue and date of the case conference.
9. The case conference will outline the child's Individual Care Plan (CRH Appendix 4).
10. A child's Assessment Report (CRH Appendix 5) shall also be prepared by the manager. The report shall summarise the case conference recommendations.

### **Procedure 4: Escort and Court Attendance for Mentions and Hearings**

11. The manager shall maintain a schedule of mentions and hearings to ensure that children attend court proceedings as required.
12. During mentions and hearings, police officers shall escort children from the remand home to the courts and back, without delay.
13. The escorting officer shall carry the court warrant when escorting a child to court.
14. A police officer escorting a child for a mention or hearing shall ensure that a child attends the proceedings and that the court warrant is duly signed after proceedings.

## **Procedure 5: Conducting Interviews for Court Reports at a Children's Remand Home**

15. Interviews are conducted by:
  - i. Probation officer
  - ii. Children's officer
  - iii. Defence counsel
16. A children's officer/probation officer shall conduct the interview promptly upon receiving a court order for a social inquiry report.
17. The placement officer (children officer/probation officer) will provide the required report as dictated by each case. That is, a Social Inquiry Report (CRH Appendix 1 and 2) and/or Case Record Sheet (RH Appendix 6).
18. When preparing a child's report, a children's officer/probation officer shall seek the views of the Children's Remand Home manager and other stakeholders.

## **Procedure 6: Tracing**

19. Tracing will be carried out by the Children's Remand Home manager in collaboration with the children's officers, police officers and other stakeholders in the child's area of origin.
20. At least three days before the tracing, the remand home manager will liaise with the relevant Sub-County children officer to assign an authorized officer such as a child protection volunteer, village elder or chief/assistant chief, to assist with the tracing. The appointed officer will accompany the remand home staff during the home tracing.
21. A tracing register shall be maintained by the remand home manager.
22. After tracing and confirming the location of the child's home, the receiving officer, who is the area Sub-County children officer shall coordinate the reintegration process in person or through the assigned authorized officer, where necessary and in collaboration with the institution within fourteen days.
23. The parents/guardians shall be invited to the Remand Home/SCCO's office for:
  - i. Family conference;
  - ii. Counselling;

- iii. Consultation;
- iv. Planning the child's exit strategy in line with the case conference recommendations.

### **Procedure 7: Release of Children on Bond**

24. Where a child has been released on bond, the following procedures shall apply:
- i. If released at the court, the child will be received by his/her parents or guardian;
  - ii. Where the child is released while at the institution, the child's remand home manager will be furnished with the original release order;
  - iii. If conditions are attached to the bond, the Sub-County children's officer or probation officer shall ensure compliance.

### **Procedure 8: Exit from Remand Home**

25. A court order authorises the exit of a child from a remand home to:
- i. A statutory institution namely, reception centre for classification and allocation of a rehabilitation school or rescue centre or borstal institution or youth corrective training centre or probation hostel.
  - ii. The family and, in this case the reintegration process, shall be commenced immediately upon pronouncement of the release by the court and in any event shall be done within twenty-one days.

#### ***A. Exit to Statutory Institutions – Standard Procedures***

26. The Children's Remand Home manager shall update the CPMIS regarding the exit.
27. A police officer shall escort a child from a remand home to the institution to which a child has been committed.
28. When preparing a child for a transfer from a remand home to the institution, the manager of the remand home, in liaison with the placement officer, shall ensure that the required admission documents for each respective institution are available. The requisite admission documents are set out in these Throughcare Procedures – section three for rescue centres, section four for remand homes, section five for reception and classification centres and rehabilitation schools, section six for borstal institutions and section seven for probation hostels.
29. A female child must be escorted in the presence of a female officer.
30. Upon handing over the child to an institution, the escorting officer shall receive a confirmation slip in triplicate indicating that the child has been admitted to the institution.

## ***B. Release from Court***

31. The court may release a child directly to parents/or guardians or through the manager of the remand home.

### **i. Release through the Manager of the Remand Home**

32. If a child is not released directly to parents/guardians by the court, the escorting police officer shall take the child back to the remand home and submit the release order to the remand home manager.

33. Upon receiving the release order form from the escorting officer, the remand home manager shall duly inform the child's parents/guardians of the release and invite them to pick up the child.

34. The manager will hand over the child to the parent/guardians with written instructions for them to report to the receiving office within seven days from the release. The manager shall also furnish the parents with a copy of the release order. The follow-up with the receiving office is intended to ensure compliance with judicial orders that may have been made under the case file or the protection and care file.

35. If a child is not picked up from the remand home by parents or guardians, the manager shall make arrangements for the child to be escorted to the receiving office, that is the Sub-County Children's office.

36. The following documents shall be handed over by the remand home manager to the receiving officer, that is the Sub-County children's officer:

i. Case Referral Form to receiving officer (CRH Appendix 7)

ii. Copy of the Case Record Sheet (CRH Appendix 6)

iii. Copy of the Child's Assessment Report Form (CRH Appendix 5)

iv. Copy of the Court Repatriation Order

v. Copy of any other judicial orders

vi. Any other applicable document, such as the medical report.

37. The receiving officer, that is, the Sub-County children's officer, or the assigned authorized officer such as a child protection volunteer acting as the receiving officer shall arrange for the handing over of the child to the parent/or guardian through a family conference at the receiving officer's office or other location. During the family conference, the requisite Family Conference Form should be filled in (CRH Appendix 8).

38. In addition to the documents handed over by the remand home manager, the receiving officer, that is the Sub-County children’s officer, shall also keep the following documents:
  - i. Joint family agreement (CRH Appendix 9)
  - ii. Aftercare plan
- ii. Release Directly to Parents or Guardians**
39. Where the parents/guardians of a child are present in court, the court shall release the child directly to them.
40. Where need be, the court will instruct the parents/guardians to report to the Sub-County children’s officer to ensure compliance with judicial orders made under the case file or the protection and care file.
41. The escorting police officer shall obtain the release order and submit it to the remand home manager.
42. Upon receipt of the release order, the remand home manager shall send a copy of the release order to the receiving officer, that is, the Sub-County children officer through post or e-mail.

#### **Procedure 9: Aftercare**

43. The responsibility to provide aftercare or to assign an authorized officer such as a child protection volunteer, village elder or Chief/Assistant Chief, lies with the receiving office, that is the Sub-County children’s office or probation office, as the case may be.
44. Aftercare may entail:
  - i. Implementation of court orders;
  - ii. Follow up visits;
  - iii. Supervision of the child and family;
  - iv. Counselling the child and family and any other support that may be necessary for the child to be effectively reintegrated in the community and be law-abiding.

#### **Special Procedure: Action in Case of Escape from the Remand Home**

45. If a child escapes from a Children’s Remand Home, the manager shall report to the nearest police station within twenty-four (24) hours, having filled an Escape Form which shall be endorsed by the Ward Police Commander (CRH Appendix 10)

46. The manager of the remand home shall inform the respective court of the escape promptly and apply for a warrant of arrest.
47. Upon execution of the warrant, the child shall be presented to the court for further orders. To establish the reasons for escape, the court shall request for a social inquiry report from a children's officer.
48. The Children's Remand Home manager shall maintain an escapees' register.

#### **4.4 List of Children's Remand Homes Appendices**

CRH 1 – Probation Officer's Report

CRH 2 - Children's Officer's Report

CRH 3 – Medical Assessment Report

CRH 4 – Individual Care Plan

CRH 5 – Child's Assessment Report

CRH 6 – Case Record Sheet

CRH 7 – Case Referral Form

CRH 8 – Family Conference Form

CRH 9 – Joint Family Agreement Form

CRH 10 – Escape from Remand Home Form



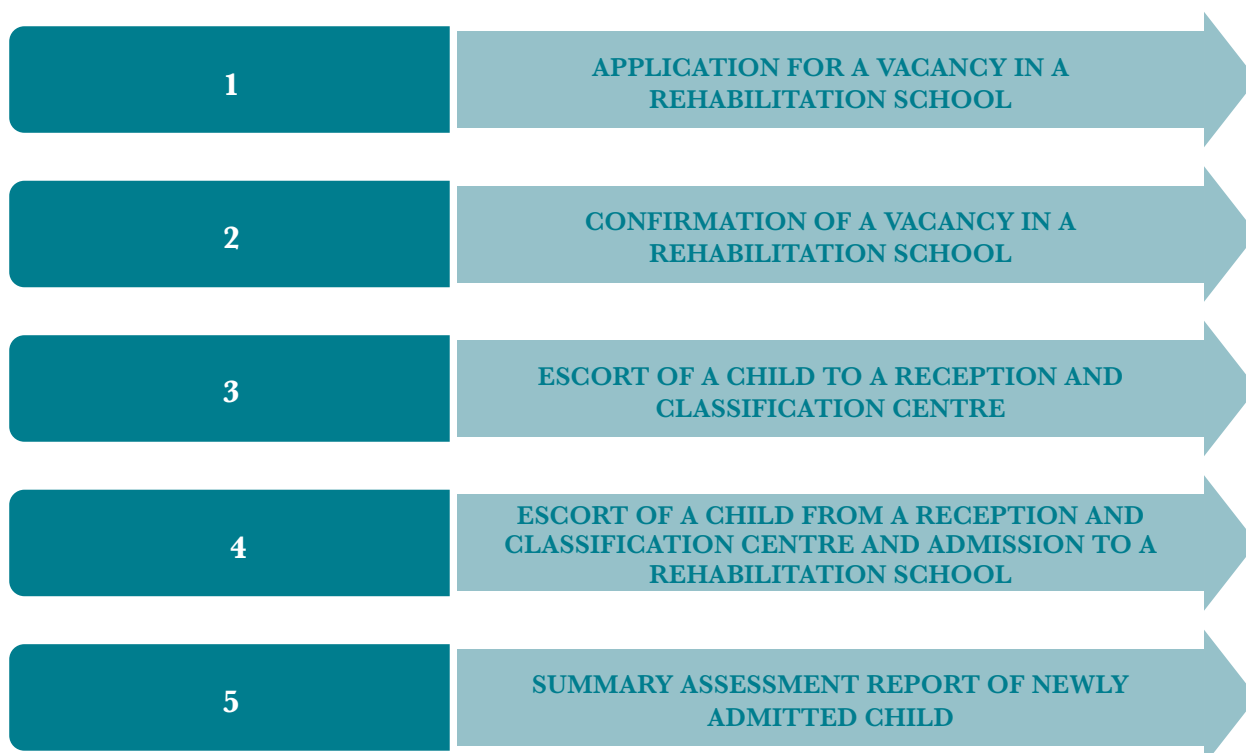
Electrical and Wiring Workshop at Kabete Rehabilitation School

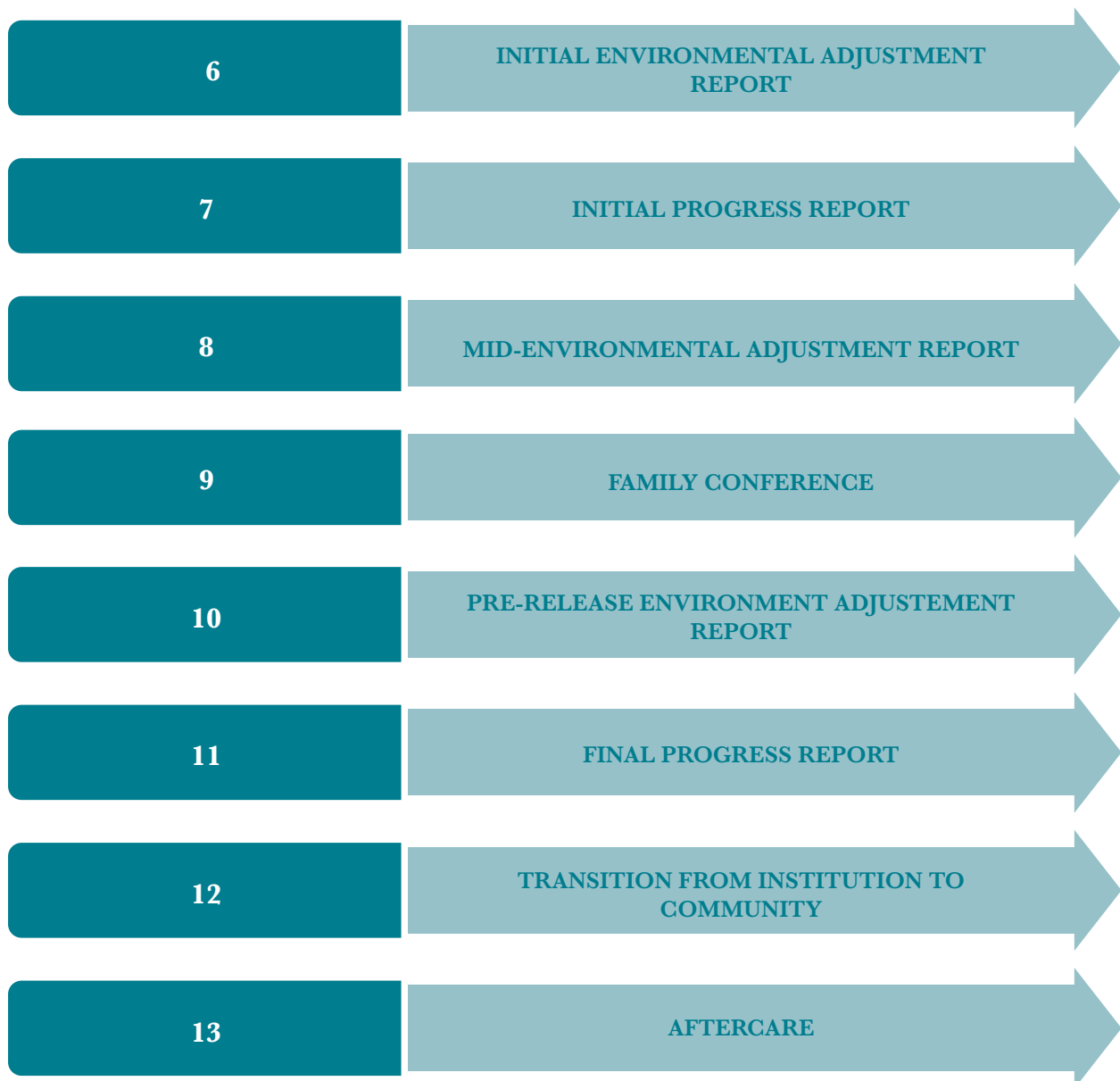
# 5. REHABILITATION SCHOOLS THROUGH CARE AND AFTERCARE PROCEDURES

## 5.1 Description

1. Rehabilitation Schools are established pursuant to section 78 of the Children Act 2022, as institutions for rehabilitation of children in conflict with the law aged between ten and fifteen.
2. Children in conflict with the law are committed to rehabilitation schools through a court order for a maximum of three years. In practice, children committed to rehabilitation schools are first sent to the National Reception, Assessment and Classification Centres, namely Kirigiti and Getathuru for girls and boys respectively. Children remain at the Reception, Assessment and Classification Centres for three months after which they are assigned to rehabilitation schools based on risk levels and their sex.

## 5.2 Procedures Chart





## 5.3 Procedures

### Procedure 1: Application for a Vacancy in a Rehabilitation School

3. Before placement of a child in a rehabilitation school, it must be confirmed that there is a vacancy.
4. Children's/probation officers shall apply for vacancies through the OSCS.
5. Probation officers applying for a vacancy shall send a copy of the application to the Probation and After Care Service headquarters.
6. The application for a vacancy in a rehabilitation school shall be submitted through the requisite form (RS Appendix 1).

7. An application may be sent via email or post or any other appropriate means.
8. A telephone call should then be made to follow up on an application to ensure that the process is expedited.
9. The children's/probation officer shall attach a comprehensive social inquiry report to the application form. The report should provide necessary information on the interventions needed for the child including the following:
  - Life skills sessions
  - Formal education
  - Vocational skills

### **Procedure 2: Confirmation of a Vacancy in a Rehabilitation School**

10. The OSCS shall confirm a vacancy to the requesting office (RS Appendix 2) through a letter or an email within 5 calendar working days from the date of receipt of a request.
11. If the request for a confirmation of a vacancy is from a probation officer, the OSCS will send a copy of the confirmation to the Probation and After Care Service headquarters.

### **Procedure 3: Escort of a Child to a Reception and Classification Centre**

12. The placement officer shall ensure that the following documents are in the custody of the escorting police officer when a child is being escorted to a Reception, Assessment and Classification Centre:
  - i. A committal warrant to the reception and classification centre
  - ii. A copy of the confirmation of vacancy letter from the OSCS (RS Appendix 2)
  - iii. A comprehensive probation officer's report (RS Appendix 3)
  - iv. A comprehensive children's officer's report (RS Appendix 4)
  - v. A birth certificate (if unavailable, the manager of the reception and classification centre shall request the placement officer to facilitate the acquisition of the same in the first three months from admission)
  - vi. Case record sheet (RS Appendix 5)
  - vii. A medical form completed by a qualified medical practitioner from a public health facility (RS Appendix 7)

13. Upon committal to a rehabilitation school, the OCS of the respective police station shall facilitate escorting of a child to the Reception, Assessment and Classification Centre (Getathuru or Kirigiti Reception Centre) within twenty-four hours.<sup>59</sup>
14. A female child must be escorted in the presence of a female officer.
15. Upon handing over the child to the manager of the reception centre, the escorting officer will be furnished with a confirmation slip (RS Appendix 14) in triplicate.
16. The escorting officer shall then submit a copy of the confirmation slip to the instructing police station and the placement office.
17. Upon receipt of the confirmation slip, the placement office will inform the child's parents of the admission at the Reception, Assessment and Classification Centre.
18. The placement officer shall also submit a copy of the confirmation slip to the court during a mention scheduled by the court for purposes of ensuring timely escorting of the child to the Reception, Assessment and Classification Centre committal.
19. The manager of the reception and classification centre, in liaison with the placement officer, shall ensure that the home particulars provided for each child are accurate, and if any gaps exist, to ensure that family tracing is done before releasing the child to a rehabilitation school.

#### **Procedure 4: Escort of a Child from a Reception and Classification Centre and Admission to a Rehabilitation School**

20. The Office of the Secretary of Children Services is responsible for escorting Children from reception and classification centres to rehabilitation schools.
21. Children committed to rehabilitation schools are assessed at reception centres for three months before being allocated a specific rehabilitation school.
22. A copy of the child's needs/risk assessment scale (RS Appendix 6), including information on where the child has been committed to, shall be sent to the placement office within three weeks.
23. When preparing to escort a child from a reception centre to a rehabilitation school, the manager of the reception centre will ensure that the requisite documents as stipulated in stage three are in their custody including the needs/risk assessment scale (RS Appendix 6).
24. In the case of a female child, there must be a female officer present when the child is being escorted to a rehabilitation school.

<sup>59</sup> Children Act 2022, No. 29 of 2022, s. 157(2)

25. Once the child has been escorted to a particular rehabilitation school, the manager of the reception centre will notify the committing office. The details of the rehabilitation school will be attached to this notification. Schedule 7 lists rehabilitation schools and reception centres.
26. Upon receiving a child at the rehabilitation school, the manager shall effect an entry of the child's admission through the Child Protection Information Management System (CPIMS).
27. The manager shall convene an orientation session for the child to familiarise the child with the institution, brief them on the purpose of the committal, duration of the committal, rules, and regulations as well as the institutional expectations.

#### **Procedure 5: Summary Assessment Report of Newly Admitted Child**

28. Upon admitting the child to the rehabilitation school, the manager will prepare a Summary Assessment Report of the Newly Admitted Child and send it to the placement office which is supposed to be the receiving office (RS Appendix 8).
29. In case the manager of the rehabilitation school confirms that the child's eventual place of release will not be the same as the station which committed them, then the manager of the rehabilitation school will do the following:
  - i. Send a Summary Assessment Report of Newly Admitted Child to the receiving office (RS Appendix 8).
  - ii. Send a Change in the Profile of the Child under Environmental Adjustment to the receiving office (RS Appendix 9).
  - iii. Send a Change in the Profile of the Child under Environmental Adjustment to the placement office (RS Appendix 9).
30. In case the manager is unable to find any information about a probable place where a child is to be released to, the receiving office is the committing office. The receiving office is expected to secure an appropriate place for the child to be released to and duly inform the manager using the **“Environmental Adjustment Report”** (RS Appendix 10).
31. The summary assessment of the child shall be done within one month of the child's admission.

#### **Procedure 6: Initial Environmental Adjustment Report**

32. Upon the receipt of the Summary Assessment Report from the manager of a rehabilitation school, the receiving office shall do the following:
  - i. Prepare an Environmental Adjustment Report in respect of the child (RS Appendix 10).
  - ii. Send it to the rehabilitation school where the child is admitted.

33. The Environmental Adjustment Report shall be sent to the manager of the rehabilitation school in which a child is held within one month of receipt of the Summary Assessment Report of Newly Admitted Child.

#### **Procedure 7: Initial Progress Report**

34. An initial Progress Report shall be prepared by the manager of the rehabilitation school and sent to the receiving office within six months of the child's admission to the rehabilitation school (RS Appendix 11).

#### **Procedure 8: Mid-Environmental Adjustment Report**

35. Upon the receipt of the initial progress report from or on request from the manager of a rehabilitation school, a Mid-Environmental Adjustment Report (RS Appendix 10) shall be prepared by the receiving office and remitted to the rehabilitation school.
36. The Mid-Environmental Adjustment Report shall be submitted to the rehabilitation school within two months of receipt of the initial progress report.

#### **Procedure 9: Family Conference**

37. During the environmental adjustment process, the manager of a rehabilitation school shall organize, in liaison with the receiving office, a family conference between the child and the parents/guardians to whom the child will be released.
38. This should be conducted at least two months before the child is finally released. The family conference can be held at the institution or virtually depending on the circumstances of individual cases.
39. A Family Conference Form shall be filled in during this process (RS Appendix 12).

#### **Procedure 10: Pre-Release Environmental Adjustment Report**

40. The rehabilitation schools' boards meet to determine the children to be released at a given time.
41. The manager of a rehabilitation school shall request the receiving office to prepare and send a Pre-Release Environmental Adjustment Report which will, amongst other considerations, inform the decision of the rehabilitation school board.
42. This Pre-Release Environmental Adjustment Report shall be submitted within one month from the date of receipt of the rehabilitation school's request for the report.
43. The format of the Pre-Release Environmental Adjustment report is the same as that of the Environmental Adjustment Report (RS Appendix 10).
44. The rehabilitation school board shall sit to review the EAR of children due for release.

### **Procedure 11: Final Progress Report**

45. Upon receipt of the Pre-Release Environmental Adjustment Report, the manager shall prepare a Final Progress Report. The Final Progress Report shall adopt the format of the Initial Progress Report (RS Appendix 11).
46. The report shall be submitted to the receiving office as the child is handed over for reintegration.

### **Procedure 12: Transition from Institution to Community**

47. When the child is released from a rehabilitation school, the child will be escorted back home and handed over to the receiving office which will then hand over the child to the parents or guardian.
48. Where parents or guardians can pick up the child from the rehabilitation school, the manager will hand over the child to them with written instructions to report to the receiving office.
49. The manager shall also give the parents or guardians a copy of the final progress report for them to submit to the receiving office on the reporting day.
50. The manager will also send a copy of the final progress report to the receiving office through post or email.

### **Procedure 13: Aftercare**

51. The receiving office shall provide aftercare for children released from the rehabilitation school, for two years or until a child turns twenty-one years, whichever comes first.<sup>60</sup>
52. Aftercare includes supervision, psychosocial support, economic empowerment, education sponsorship; linking the child with existing state and non-state community-based support services and structures as well as other services that may be dictated by the child's circumstances.
53. Before issuing basic tool kits, the receiving officer shall undertake a proper assessment to ensure that the child is committed and able to make good use of the kits.

### **Special Procedure 1: Changes in the Profile/Circumstances of the Child**

54. If changes occur during the compiling of the Summary Assessment Report of the Newly Admitted Child, then the manager of the rehabilitation school shall report to the receiving office using the Change in the Profile of the Child under Environmental Adjustment (RS Appendix 9).

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<sup>60</sup> Children Act 2022, no. 29 of 2022, s.83(2).

55. If the change relates to the address where the child is expected to be released to and the new address is outside the jurisdiction of the initial receiving office, the manager of the rehabilitation school shall send the Change in the Profile of the Child under Environmental Adjustment (RS Appendix 9) and the Summary Assessment Report of the Newly Admitted Child (RS Appendix 8) to the new receiving office.
56. The new receiving office shall commence engagement with the rehabilitation school starting with procedure 6, that is, by submitting the Initial Environmental Adjustment Report.
57. On the other hand, the former receiving office shall terminate the environmental adjustment case upon the receipt of the Change in the Profile of the Child under Environmental Adjustment (RS Appendix 9), with the consent of the manager of the rehabilitation school.
58. Whenever the receiving office becomes aware of crucial changes relating to the child's home environment such as parents' address and parents' willingness to accept the child, the receiving office shall inform the manager of the rehabilitation school of the change using the Environmental Adjustment Report (RS Appendix 10) as soon as possible regardless of the stipulated schedule in these Procedures.
59. When the child is transferred to a different rehabilitation school or borstal institution, the manager of the initial rehabilitation school shall send the Notice of Transfer of Child to the receiving office (RS Appendix 13).

### **Special Procedure 2: Action in Case of Escape from the Rehabilitation School**

60. If a child escapes from the rehabilitation school, the manager shall report to the nearest police station within twenty-four (24) hours.
61. Upon apprehension, the child shall be presented before a court that has jurisdiction where the rehabilitation school is located, for relevant orders to be issued.<sup>61</sup>
62. The manager of the rehabilitation school shall maintain a register of escapees.

## **5.4 List of Rehabilitation Schools Appendices**

RS1 – Application for a Vacancy in a Rehabilitation School

RS2 – Confirmation of a Vacancy in a Rehabilitation School

RS3 – Probation Officer's Report

RS4 – Children's Officer's Report

<sup>61</sup> Children Act 2022, No. 29 of 2022, s. 163 read with s.157.

RS5 – Case Record Sheet

RS6 – Needs/Risk Assessment Tool

RS7 – Medical Form

RS8 – Summary Assessment Report of Newly Admitted Child

RS9 – Change in the Profile of a Child Under Environmental Adjustment

RS10 – Environmental Adjustment Report

RS11 – Initial Progress Report

RS12 – Family Conference Form

RS13 – Notice of Transfer of a Child

RS14 – Confirmation Slip



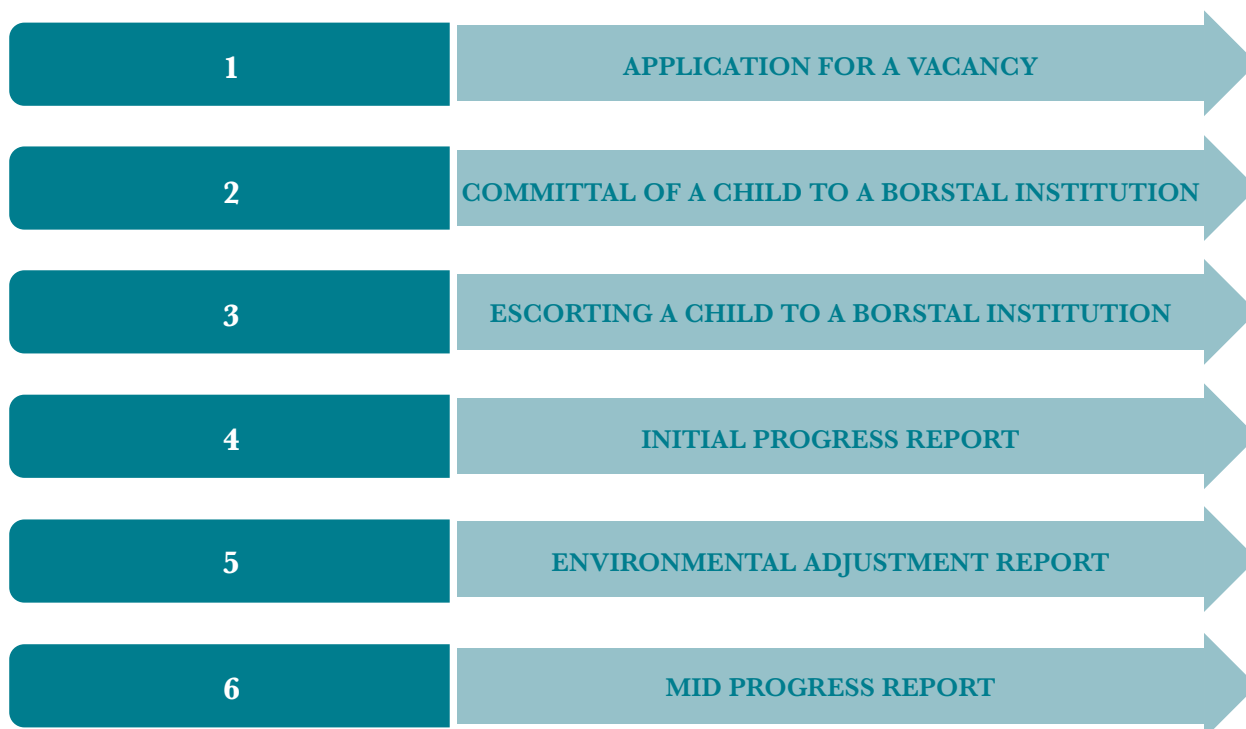
Girls from Kamae Girls Borstal Institution feeding a tortoise at the Nairobi National Museum during an education tour

# 6A. BORSTAL INSTITUTIONS THROUGH CARE AND AFTERCARE PROCEDURES

## 6A.1 Description

1. Borstal institutions and the Youth Corrective Training Centre are established under the Borstal Institutions Act<sup>62</sup> and the Prisons Act<sup>63</sup>. They are run by the Kenya Prisons Service.
2. These institutions are mandated to rehabilitate children in conflict with the law who are committed to the institutions through a court order<sup>64</sup> and to prepare them for effective reintegration. They are also mandated to escort children in their custody to courts, when required to do so.

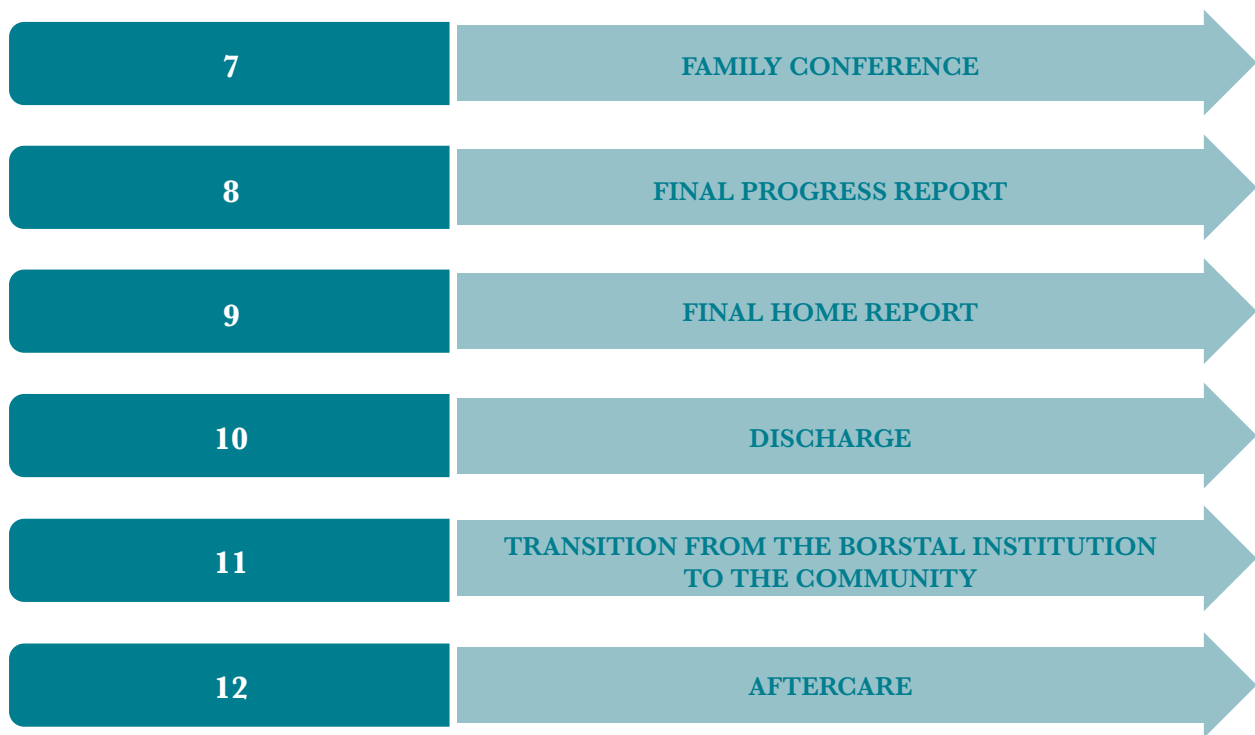
## 6A.2 Procedures Chart



62 Section 3.

63 Section 66.

64 Children Act 2022, No. 29 of 2022, s.239(1)(g); Borstal Institutions Act 1963, s.6; Prisons Act 1977. s.67.



## 6A.3 Procedures

### Procedure 1: Application for a Vacancy

3. Probation officers shall apply for a vacancy directly to the Superintendent of the borstal institution using the standard format (BI Appendix 1).
4. Application for a vacancy shall be submitted through post or email. Where email is used, the application shall be signed and scanned.
5. The formal application for a vacancy made to a borstal institution shall be copied to the Probation and After Care Service Regional Coordinator.

### Procedure 2: Committal of a Child to a Borstal Institution

6. The placement officer shall ensure that the following documents are in the custody of the officer escorting a child to the borstal institution:
  - i. Committal warrant from the court
  - ii. A comprehensive Probation Officer's Report (BI Appendix 2)
  - iii. A comprehensive Children's Officer's Report (BI Appendix 3)
  - iv. Age assessment (where the age is uncertain)
  - v. A copy of the birth certificate

- vi. Risk and assessment tool (BI Appendix 4)
- vii. A Medical Form completed by a qualified medical practitioner (BI Appendix 5)
- viii. The duly filled and signed Initial/Committal Report to Borstal (BI Appendix 6)

### **Procedure 3: Escorting a Child to a Borstal Institution**

7. The National Police Service is responsible for escorting children to borstal institutions.
8. Upon committal to a borstal institution, the OCS of the concerned police station shall immediately facilitate the escort of the child to a Borstal institution.
9. A female child shall be escorted in the presence of a female officer.
10. The escorting police officer shall liaise with the manager of the remand home and the placement probation officer to ensure that the required committal documents stipulated in Procedure 2 have been provided.
11. Upon handing over a child to a borstal institution, the Superintendent of the institution shall furnish the escorting police officer with a duly signed warrant confirming that the child has been admitted to the borstal institution.
12. Copies of the duly signed committal warrant shall be submitted to the placement probation officer and the instructing police station.
13. The placement officer shall submit a copy of the committal warrant to the court during a mention scheduled by the court for purposes of ensuring timely escorting of the child to the borstal institution.

### **Procedure 4: Initial Progress Report**

14. During the fourth month of the child's admission, the Superintendent of the borstal institution shall prepare and send an Initial Progress Report (BI & YCTC Appendix 7) to the placement office, which is supposed to be the receiving office.
15. If the Superintendent of the borstal institution confirms, through the probation officer, that the child's eventual receiving office will not be the placement office, then the Superintendent of the institution shall do the following:
  - i. Upon confirming the eventual location where the child will reside, the Superintendent will send the progress report to the new receiving probation office.
  - ii. Send a Change in Profile of the Child under Environmental Adjustment to the new receiving office as well as the placement office (BI Appendix 8).

### **Procedure 5: Environmental Adjustment Report**

16. Upon receiving the Initial Progress Report or a request from the Superintendent of a borstal institution, the receiving probation office shall prepare an Environmental Adjustment Report (BI Appendix 9) and submit it to the borstal institution.
17. The Environmental Adjustment Report shall be submitted within one month from the date of receipt of the Progress Report.

### **Procedure 6: Mid Progress Report**

18. The Mid Progress Report shall be written three months after the initial report.
19. It informs the probation officer of the progress of the child at the BI in terms of rehabilitation/treatment plan.
20. The information on the Mid Progress Report enables a probation officer to prepare the parents to attend the family conferencing two months before the review date of the child.

### **Procedure 7: Family Conference**

21. Upon receiving the Environmental Adjustment Report, the Superintendent of a borstal institution shall organize a family conference comprising the child and the parents/guardians to whom the child will be released.
22. The family conference shall be conducted at least two months before the child is finally released.
23. The family conference can be conducted at the institution or virtually, depending on the needs and circumstances of individual cases.
24. A Family Conference Form shall be filled in whenever a family conference is conducted (BI Appendix 10).

### **Procedure 8: Final Progress Report**

25. Upon a child's residence at the borstal institution for one year, the Superintendent of the institution shall prepare a Final Progress Report (BI Appendix 11), which shall be sent to the receiving office.
26. The Final Progress Report informs the Board of Visitors, which meets quarterly to review the cases of children who have been in the institution for one year and are ready to be released on license.

### **Procedure 9: Final Home Report**

27. Upon receiving the Final Progress Report (BI Appendix 11), the receiving office shall prepare a detailed Final Home Report (BI Appendix 12) which shall be sent to the borstal institution.
28. The Final Home Report shall be submitted to the borstal institution within two months of receiving the Final Progress Report.
29. All reports should indicate the name of the responsible probation officer, official contact details (email addresses and phone numbers) of the respective probation office and be duly signed by the probation officer.

### **Procedure 10: Discharge**

30. Upon release, the Superintendent of the borstal institution will send a skeleton file documenting the progress of the child and a Discharge Summary (BI Appendix 13) to the receiving probation office.

### **Procedure 11: Transition from the Borstal Institution to the Community**

31. When released from a borstal institution, the child shall be escorted by a prison officer to the receiving probation office.
32. In cases where parents or guardians are willing to pick a child up from a borstal institution, the Superintendent will hand over the child to the parents.
33. Where parents or guardians pick up a child from a borstal institution, the Superintendent of the borstal institution will issue them with written instructions to report to the receiving probation office.

### **Procedure 12: Aftercare**

34. The receiving probation office shall be responsible for the post-institutional resettlement and reintegration.
35. Typically, children are released from the borstal institution on licence after serving a minimum of twelve months and are placed under the supervision of a probation officer.<sup>65</sup> The period of aftercare is the remaining period of licence and a further one year. However, receiving probation officers can provide voluntary supervision for further 2 years.
36. Aftercare includes supervision, counselling, seeking sponsorship for education and provision of basic tool kits as well as other services that may be dictated by the child's circumstances.
37. Before issuing basic tool kits, the receiving officer shall undertake a proper assessment and ensure that the child is committed and able to put into practice the skills acquired at the borstal institution.

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<sup>65</sup> Borstal Institutions Act, s.26(1).

### **Procedure 13: Special Procedures**

38. If changes in the profile of a child are noted during the compiling of initial/committal report to the borstal institution (BI Appendix 7), the Superintendent of the borstal institution shall report to the receiving office using the Change in the Profile of the Child under Environmental Adjustment (BI Appendix 8).
39. If the change relates to the address where the child will be released to and the new address is outside the jurisdiction of the current receiving office, the Superintendent of the borstal institution shall send the Change in the Profile of the Child under Environmental adjustment (BI Appendix 8), the Progress Report (BI Appendix 7) and a copy of the Initial/Committal report (BI Appendix 6) to the new receiving office.
40. The new receiving office shall commence engagement with the borstal institution starting with procedure 5, that is, by submitting the Environmental Adjustment Report.
41. On the other hand, the former receiving office shall terminate the environmental adjustment case upon the receipt of the Change in the Profile of the Child under Environmental Adjustment (BI Appendix 8), with the consent of the Superintendent of the borstal institution.
42. Whenever the receiving office becomes aware of crucial changes relating to the child's home environment, such as parents' address and parents' willingness to accept the child, the receiving office shall inform the Superintendent in charge of the borstal institution of the change using the Environmental Adjustment Report (BI Appendix 9) as soon as possible regardless of the stipulated schedule in these Procedures.

# 6B. YOUTH CORRECTIVE TRAINING CENTRE THROUGH-CARE AND AFTERCARE PROCEDURES

## 6B.1 Description

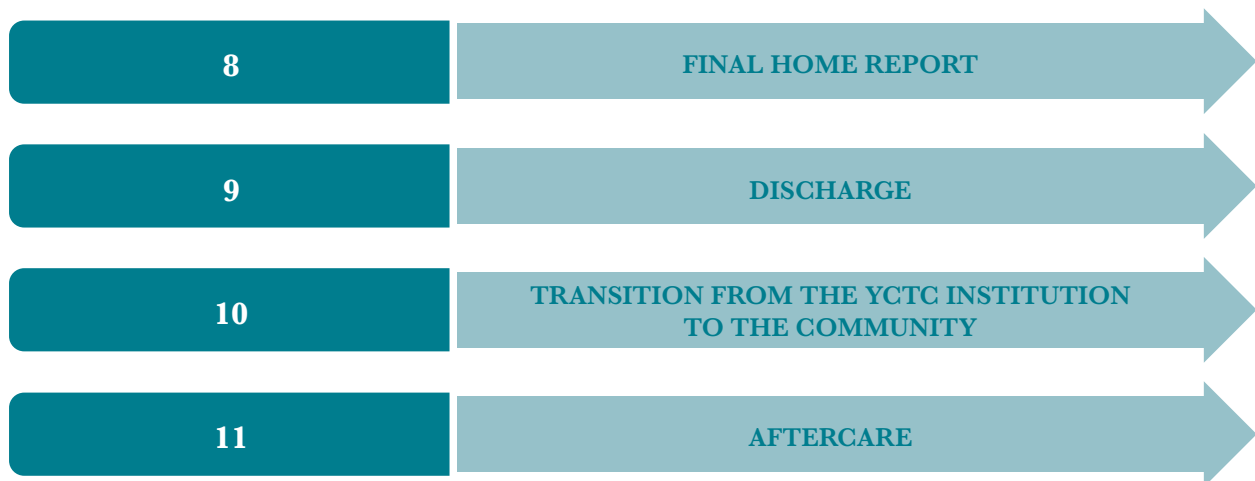
43. The Youth Corrective Training Centre (YCTC) was established under the Prisons Act<sup>66</sup> to cater for youth in conflict with the law aged between seventeen and twenty-one. It was designed for youth in conflict with the law who require short-term interventions which informed the term of four months.<sup>67</sup>

## 6B.2 Procedures Chart



66 Section 66.

67 Prisons Act. S.67



## 6B.3 Procedures

### Procedure 1: Application for a Vacancy

44. Probation officers shall apply for a vacancy directly to the officer in charge of the YCTC using the standard format (BI & YCTC Appendix 1).
45. Application for a vacancy shall be submitted through post, email or by signal. Where email is used, the application shall be signed and scanned.
46. A formal application for a vacancy made to the YCTC shall be copied to the Probation and After Care Service Regional Coordinator.

### Procedure 2: Committal to the YCTC

47. The placement officer shall ensure that the following documents are in the custody of the officer escorting a child to the YCTC:
  48. Committal warrant from the court
  49. A comprehensive Probation Officer's Report (BI & YCTC Appendix 2)
  50. A comprehensive Children's Officer's Report (BI & YCTC Appendix 3)
  51. Age assessment (where the age is uncertain)
  52. A copy of the birth certificate
  53. Risk and assessment tool (BI & YCTC Appendix 4)
  54. A Medical Form completed by a qualified medical practitioner (BI & YCTC Appendix 5)
  55. The duly filled and signed Initial/Committal Report to YCTC (BI & YCTC Appendix 6)

### **Procedure 3: Escorting a Child/Youth Offender to the YCTC**

56. Upon committal to the YCTC, the OCS of the respective police station shall immediately facilitate the escort of the youth offender/ child in conflict with the law to the institution.
57. The escorting police officer shall liaise with the placement probation officer to ensure that the required committal documents stipulated in Procedure 2 have been provided.
58. Upon handing over the youth offender/child in conflict with the law to the YCTC, the officer in charge of the institution shall furnish the escorting police officer with a signed warrant confirming that the youth offender has been admitted.
59. Copies of the duly signed committal warrant shall be submitted to the placement probation officer and the instructing police station.
60. The placement officer shall submit a copy of the committal warrant to the court during a mention scheduled by the court for purposes of ensuring timely escorting of the child to the YCTC.

### **Procedure 4: Initial Progress Report**

61. One month after admission to the YCTC, the officer in charge will prepare and send an Initial Progress Report (BI & YCTC Appendix 7) to the receiving probation office.
62. If the officer in charge of the YCTC confirms, through the placement probation office, that the child's eventual receiving office will not be the placement office, then the officer in charge of the institution shall do the following:
  - i. Upon confirming the eventual location where the child will reside, the officer in charge will send the progress report to the new receiving probation office.
  - ii. Send a Change in Profile of the Child under Environmental Adjustment to the new receiving office as well as the placement office (BI Appendix 8).

### **Procedure 5: Environmental Adjustment Report**

63. The Environmental Adjustment Report shall be submitted within one month from the date of receipt of the Progress Report.

### **Procedure 6: Discharge Committee**

64. The officer in charge shall constitute a discharge committee to assess the progress of the child, identify and recommend the support needed for the child upon release from the institution.

### **Procedure 7: Final Progress Report**

65. The officer in charge will issue the Final Progress Report to the receiving probation office to inform them of the progress of the child in conflict with the law/youth offender, and will also advise them on the expected date of release.

### **Procedure 8: Final Home Report**

66. Upon receiving the Final Progress Report (BI & YCTC Appendix 11), the receiving office shall prepare a detailed Final Home Report (BI & YCTC Appendix 12) which shall be submitted to the YCTC.
67. The Final Home Report shall be submitted to the YCTC within one month of receiving the Final Progress Report.
68. The YCTC Discharge Committee will consider the Final Home Report for the child in conflict with the law/youth offender to be released from the YCTC.
69. All reports should indicate the name of the responsible probation officer, official contact details (email addresses and phone numbers) of the respective probation office and be duly signed by the probation officer.

### **Procedure 9: Discharge**

70. Upon release, the officer in charge of the YCTC will send a skeleton file documenting the progress of the child and a Discharge Summary (BI & YCTC Appendix 13) to the receiving probation office.

### **Procedure 10: Transition from the YCTC Institution to the Community**

71. When released from the YCTC, the child shall be escorted by a prison officer to the receiving probation office.
72. In cases where parents or guardians are willing to pick a child up from the YCTC, the officer in charge will hand over the child to the parents.
73. Where parents or guardians pick up a child from the YCTC, the officer in charge of the YCTC will issue them with written instructions to report to the receiving probation office.

### **Procedure 11: Aftercare**

74. The receiving probation officer, supported by the County Probation Case Committee, shall be responsible for the post-institution resettlement and reintegration of the child in conflict with the law/youth offender.
75. Aftercare includes supervision, counselling, seeking sponsorship for education and provision of basic tool kits as well as other services that may be dictated by the child's circumstances.
76. Depending on the circumstances of a child in conflict with the law/youth offender, the receiving probation office can provide voluntary supervision for a further one year.
77. Before issuing the basic tool kits, the receiving probation office shall undertake a proper assessment and ensure the child's level of commitment and ability to apply the skills acquired at the YCTC.

### **Special Procedure: Action in Case of Escape from Borstal Institutions and the YCTC**

78. If a child escapes from a borstal institution or the YCTC, the superintendent or officer in charge, respectively, shall immediately report to the Commissioner General of Prisons, via a signal, and to the nearest police station.
79. The superintendent or officer in charge, as the case may be, shall also report to the committing probation office and the next of kin.
80. Upon apprehension and return to the borstal institution, records shall be amended to reflect an extension from the scheduled date of release. The extension of detention shall be equal to the number of days the child was at large.<sup>68</sup>
81. The apprehended escapee shall also be dressed in the designated brand uniform for escapees and shall be ineligible for release on licence.
82. The superintendent or officer in charge, as the case may be, shall maintain a register of escapees.

## **6.4 List of Borstal Institutions and YCTC Appendices**

BI & YCTC1 – Application for a Vacancy at a Borstal Institution/YCTC

BI & YCTC 2 – Probation Officers Report

BI & YCTC 3 – Children’s Officers Report

BI & YCTC 4 – Risk and Assessment Tool

BI & YCTC 5 – Medical Form

BI & YCTC 6 – Initial/Committal Report to Borstal//YCTC

BI & YCTC 7 – Initial Progress Report

BI & YCTC 8 – Change in the Profile of the Child under Environmental Adjustment

BI & YCTC 9 – Environmental Adjustment Report

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<sup>68</sup> Borstal Institutions Act, s. 39(2).

BI & YCTC 10 – Family Conference Form

BI & YCTC 11 – Final Progress Report

BI & YCTC 12 – Final Home Report

BI & YCTC 13 – Discharge Summary



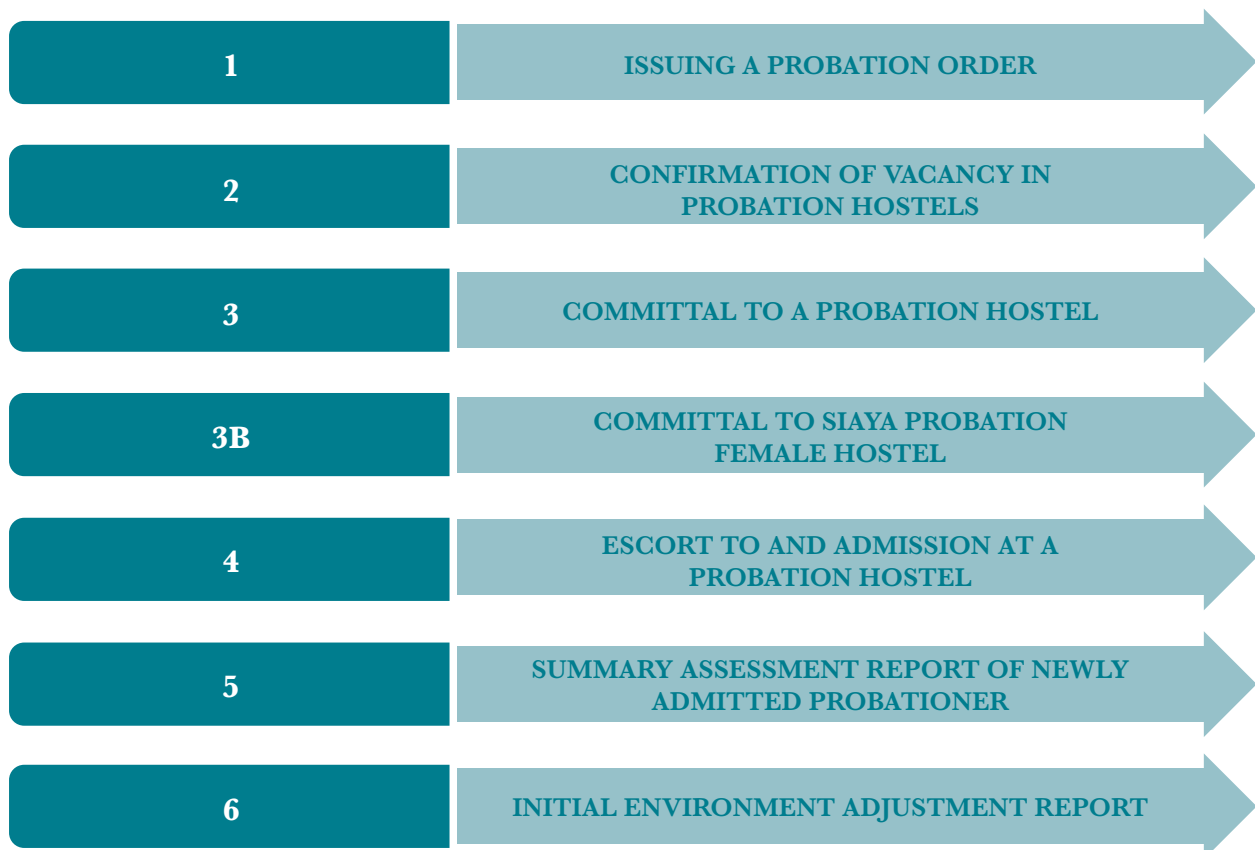
Siaya Probation Female Hostel

# 7. PROBATION HOSTELS THROUGH CARE AND AFTERCARE PROCEDURES

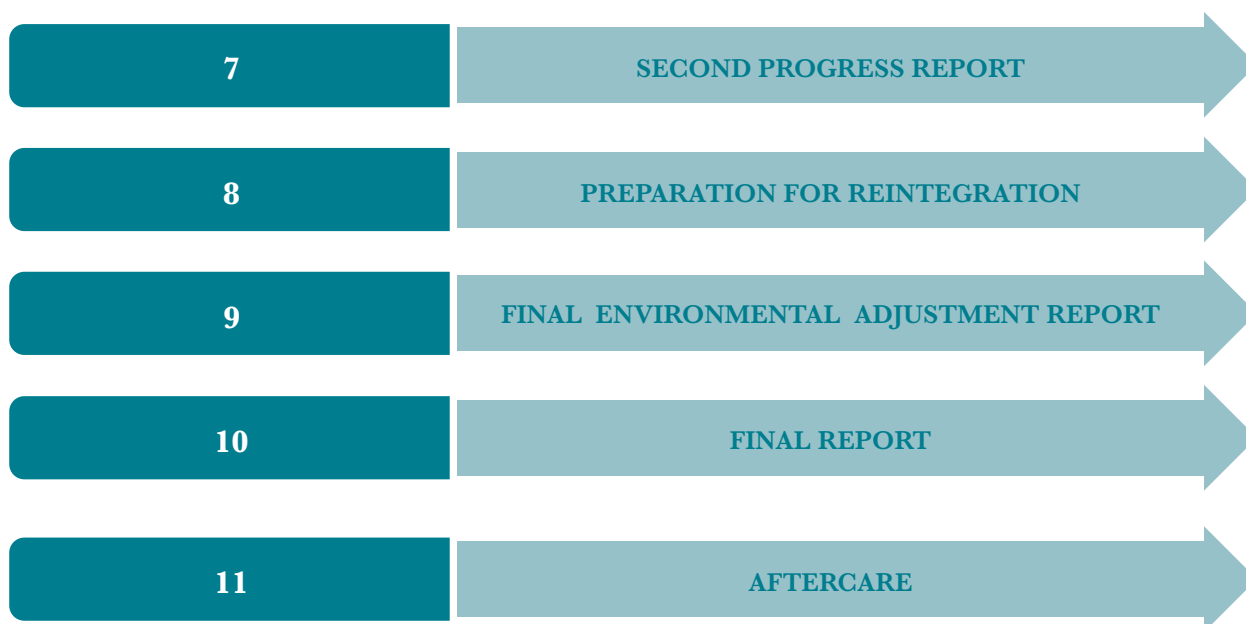
## 7.1 Description

1. Probation hostels are temporary residential statutory institutions established pursuant to the Probation of Offenders Act 1943.<sup>69</sup> They provide temporary and safe accommodation for deserving probationers, from the age of ten, who cannot be adequately rehabilitated in their home environment due to their various psychosocial challenges.

## 7.2 Procedures Chart



69 Section 5 (2).



## 7.3 Procedures

### Procedure 1: Issuing a Probation Order

2. Where the circumstances of the case deem it suitable for a probation order, the court shall request for a probation officer's report to inform its decision.<sup>70</sup>
3. In a case suitable for a probation order but where the home environment is not conducive for a child, a probation officer may recommend that the child be placed in a probation hostel. Before making a recommendation for committal to a probation hostel, the probation officer shall provide the child with information regarding probation hostels and seek the child's consent to reside in a probation hostel.
4. Before imposing the order, the court shall explain the terms of the probation order to the child. The court shall only impose the order if the child understands the terms and expresses willingness to comply.<sup>71</sup>

### Procedure 2: Confirmation of Vacancy in Probation Hostels

5. Before committal to a probation hostel, a confirmation of a vacancy must be sought. Probation officers shall submit an application for a vacancy to a hostel manager using the Hostel Vacancy Application Form (PH Appendix 1).
6. The Hostel Vacancy Application Form may be sent by post or delivered to the institution or sent via email. When submitted through email the form shall be signed and scanned. Telephone calls may be made for advance confirmation as the Hostel Vacancy Application Form is being processed.

<sup>70</sup> Probation of Offenders Act 1981, CAP 64, s.4; Sentencing Policy Guidelines, clause 9.9.

<sup>71</sup> Probation of Offenders Act 1981, CAP 64, s.4(3); Sentencing Policy Guidelines, clause 9.10.

7. Upon receiving an application for a vacancy, the hostel manager will confirm a vacancy through a Hostel Vacancy Confirmation Form by post or email within two days upon receipt of a request (PH Appendix 2).
8. Special vacancy confirmation to Siaya Probation Female Hostel should include details of the mother as well as of the child or children accompanying the probationer.

### **Procedure 3: Committal to a Probation Hostel**

9. Upon committal to probation hostel, the placement officer shall provide the following documents to accompany the probationer to the hostel:
  - i. A Comprehensive Probation Officers Report (PH Appendix 3)
  - ii. A sealed court order duly signed by a Judge/Magistrate with the probationer's serial number indicated
  - iii. Hostel Vacancy Application Form (PH Appendix 1)
  - iv. Hostel Vacancy Confirmation Form ((PH Appendix 2)
  - v. Variation order and Notice to the offender
  - vi. Individual Treatment Plan (PH Appendix 4)
  - vii. Risk/Needs Assessment tool (PH Appendix 5)
  - viii. Probation Hostel admission form ((PH Appendix 6)
  - ix. A Medical Certificate duly filled by a Government Medical Practitioner and any other medical report requested (PH Appendix 7)
  - x. For HIV positive clients who are on ARVS, the placement probation officer shall ensure transfer of the HIV Specific Number by the current hospital to the new hospital for purposes of continuity. During this process, confidentiality must be maintained.
  - xi. A copy of the probationer's birth certificate, NEMIS and Education transfer letter
  - xii. Available school records e.g. result slips and report forms in cases where they need placement in schools

### **Procedure 3B: Committal to Siaya Probation Female Hostel**

10. In addition to all the requirements listed in Section 2A;
  - i. The placement probation officer shall secure a committal order for all the children accompanying their mothers to the institution.
  - ii. The placement probation officer shall attach a medical report which shall include vaccination history for all children accompanying their mothers.
  - iii. The probation hostel manager in collaboration with the children's officer shall register all children born within the hostel with the OSCS for Protection and Care for purposes of committal orders.

### **Procedure 4: Escort and Admission to a Probation Hostel**

11. Only probation officers are mandated to escort probationers to probation hostels. A female probationer shall be escorted by a female probation officer.
12. Upon committal to a probation hostel, a child shall be escorted to the hostel promptly.
13. The officer in charge of the placement probation office shall ensure that the stipulated documents mentioned in stage 2 are in the custody of the escorting officer before a probationer is escorted to a probation hostel.
14. The stated officer in charge shall, upon receiving the probation order, immediately facilitate escorting of the child/youth offender to the probation hostel.
15. Upon admission of a probationer to a probation hostel, the manager will issue the escorting officer with a confirmation slip as evidence that the probationer has been received at the hostel (PH Appendix 8).
16. Copies of the duly signed committal warrant shall be submitted to the placement probation officer.
17. The placement officer shall submit a copy of the confirmation slip to the court during a mention scheduled by the court for purposes of ensuring timely escorting of the child to the probation hostel.
18. Upon receiving all the committal documents the probation hostel manager shall take a photograph of the probationer, for filing purposes, and allocate the case to a specific officer(s) for orientation and rehabilitation.

### **Procedure 5: Summary Assessment Report of Newly Admitted Probationer**

19. Three months after admission to the hostel, the manager shall promptly furnish the placement probation office with a summary assessment report regarding the probationer (PH Appendix 9).

### **Procedure 6: Initial Environment Adjustment Report**

20. Upon receiving the summary assessment report from the hostel, the placement officer shall organise a family conference to be held at the child's home which will inform the environmental adjustment report.
21. The manager of the probation hostel will facilitate the child to attend the family conference virtually or in person.
22. The family conference shall be documented using the Family Conference Form (PH Appendix 10).
23. After the family conference, the placement officer shall prepare an Environmental Adjustment Report (PH Appendix 11) and submit to the respective hostel. This Environmental Adjustment(EAR) Report shall be submitted within one month of receiving the Summary Assessment Report.
24. The EAR should include any intended change of school, residence or college.

### **Procedure 7: Second Progress Report**

25. In the ninth month of a probationer's residence at the hostel, the manager will send a progress report to the placement office. In the report, the manager will request for a final Environmental Adjustment Report from the placement office to facilitate the preparations for reintegration of the probationer.
26. In exceptional circumstances such as examinations, health, unfavourable home environment and other factors, the manager will advise the field officer to seek for extension of the order at the hostel as per section 5(4) of the Probation of Offenders Act.

### **Procedure 8: Preparation for Reintegration**

27. At the ninth month of a probationer's stay at the hostel, the receiving probation office, in consultation with the RCP, shall convene a reintegration committee to support and monitor the reintegration process.
28. The decisions of the reintegration committee will inform the final Environmental Adjustment Report from the receiving officer.

29. The After Care Section at the Probation Headquarters shall convene a pre-release board once every two months to deliberate on and determine the cases due for release.
30. Reports to the pre-release board shall be made in the prescribed format (PH Appendix 13).

### **Procedure 9: Final Environmental Adjustment Report**

31. Within one month of receipt of the 2nd progress report, the receiving office shall prepare the final Environmental Adjustment Report (EAR) and submit it to the hostel.
32. The final EAR shall adopt the same format as that of the first EAR (PH Appendix 11).
33. A comprehensive reintegration plan for the probationer shall be included in the EAR.

### **Procedure 10: Final Report**

34. At the expiry of the one-year committal period, or the extended period the manager will prepare a final report on the probationer.
35. The report shall be sent to the placement office or accompany the probationer when being escorted back to the field station.

### **Procedure 11: Aftercare**

36. The receiving office will provide necessary aftercare for probationers. The necessity and scope of aftercare will be determined on a case by case basis.
37. Aftercare includes supervision, counselling, seeking sponsorship for education and provision of basic tool kits as well as other services that may be dictated by the child's circumstances.
38. Before issuing basic tool kits, the receiving officer shall assess the child's commitment and ability to utilise the skills acquired at the probation hostel.

### **Special Procedure: Action in Case of Escape from the Probation Hostel**

39. If a probationer escapes from the probation hostel, the manager shall report to the nearest police station within twenty-four (24) hours.
40. The manager of the probation hostel shall then inform the placement officer to bring to the attention of the committing court breach of a probation order, pursuant to section 8 of the Probation of Offenders Act.
41. Where the committing court had transmitted the probationer's court documents to the court in which the probation hostel is domiciled<sup>72</sup>, the manager of the probation hostel shall inform the resident court of the breach of a probation order.

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<sup>72</sup> Probation of Offenders Act, section 11(3).

42. The committing court or resident court, as the case may be, shall issue summons or a warrant of arrest for the probationer to appear before the court and shall impose an order.<sup>73</sup>
43. The manager of the probation hostel shall capture the escape in the institutional returns.

## **7.4 List of Probation Hostels Appendices**

PH Appendix 1 – Hostel Vacancy Application Form

PH Appendix 2 – Hostel Vacancy Confirmation Form

PH Appendix 3 – Probation Officers Report

PH Appendix 4 – Individual Treatment Plan

PH Appendix 5 – Risk/Needs Assessment Tool

PH Appendix 6 – Probation Hostel Admission Form

PH Appendix 7 – Medical Certificate

PH Appendix 8 – Confirmation Slip

PH Appendix 9 – Summary Assessment Report

PH Appendix 10 – Family Conference Form

PH Appendix 11 – Environmental Adjustment Report

PH Appendix 12 – Progress Report

PH Appendix 13 – Pre-release Board Report

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<sup>73</sup> Probation of Offenders Act, s.8(1).



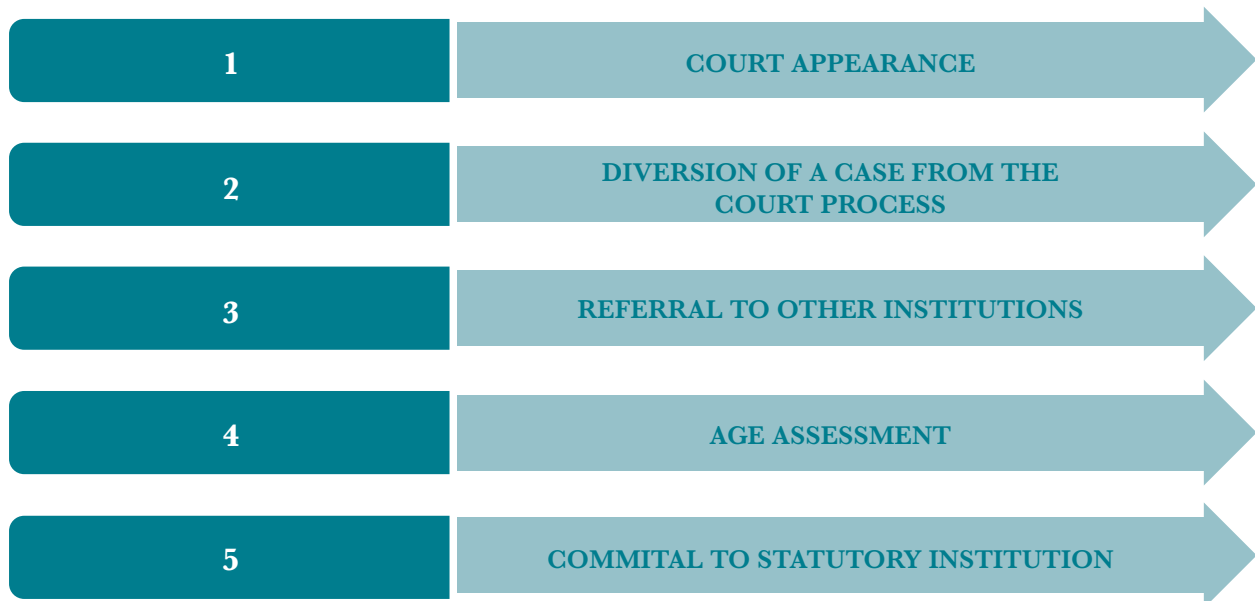
Child Friendly Court, Ngong

# 8. OVERARCHING DUTY OF THE COURT: RELEVANT PROCEDURES

## 8.1 Description

1. The court plays a critical coordinating and oversight role in the child justice system. Throughout the trial process and committal to statutory institutions, the court has an overriding duty to ensure that the welfare and best interests of the child inform all decisions and actions.<sup>74</sup>

## 8.2 Procedures Chart



<sup>74</sup> Constitution of Kenya 2010, art. 53(2); Children Act 2022, No. 29 of 2022, s. 8; Convention on the Rights of the Child, art. 3, African Charter on the Rights and Welfare of the Child, art.4.

## 8.3 Procedures

### Procedure 1: Court Appearance

2. At the first court appearance, the court shall take note of the date on which the child was apprehended and placed in custody.
3. The court shall assess the general appearance of a child presented before it and where medical attention or any other intervention is required, it shall make the necessary orders.<sup>75</sup> The court is mandated to obtain any expert report,<sup>76</sup> and to issue judicial orders for the protection of children.<sup>77</sup>
4. To ensure that children in custody pending trial are routinely held separately from adults, the court shall enquire as to where a child had been held.<sup>78</sup> Children should be held in the Child Protection Units at the police station and where none exists in a separate cell from the adults. After an appearance in court, they should be held in Children's Remand Homes where necessary. Release on bail for children should be a priority.
5. A protection and care (P&C) file should be opened for all children in conflict with the law to address welfare issues relating to them. Where it has not been opened at the time of presentation before the court, an order requiring the opening of the file shall be made, together with an order for a children officer's report addressing the welfare of the child.
6. All children must have legal representation and where a child has not engaged an advocate, the court shall either appoint a pro bono advocate<sup>79</sup> or order the National Legal Aid Service to provide legal representation for the child.<sup>80</sup>
7. The court shall take into consideration the child's right to education when making decisions that may interfere with the right such as bail, setting of hearing and mention dates.<sup>81</sup>

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75 Children have a right to basic nutrition, healthcare and shelter, Constitution of Kenya 2010, art. 53(1)(c); Children Act 2022, No. 29 of 2022, s.16, Convention on the Rights of the Child, art.24; African Charter on the Rights and Welfare of the Child a.14.

76 Children Act 2022, No. 29 of 2022, s.97.

77 Children Act 2022, No. 29 of 2022, s.135.

78 Constitution of Kenya 2010, art. 53(1)(f); Children Act 2022, No. 29 of 2022, s.26(2); Convention on the Rights of the Child, art. 37(c); African Charter on the Rights and Welfare of the Child, art.17(2)(b).

79 Practice Directions Relating to Pauper Briefs Scheme and Pro Bono Service 2016.

80 Children Act 2022, No. 29 of 2022, s.96(2); Legal Aid Act s.43(3); Convention on the Rights of the Child, art. 37(d), art.40(2)(b)(ii); African Charter on the Rights and Welfare of the Child, art.17(2)(c)(iii).

81 Constitution of Kenya 2010, art. 53(1)(b). Children Act 2022, No. 29 of 2022, s.13.

8. To expedite trials relating to children<sup>82</sup>, the court shall comply with the directives set out in the Guidelines for Active Case Management of Criminal Cases in Magistrate Courts and High Courts of Kenya such as holding pre-trial conferences and limiting adjournments to the extent possible.<sup>83</sup>

### **Procedure 2: Diversion of a Case from the Court Process**

9. Judicial officers and prosecutors are obligated to consider diverting a child who is eligible, in the first instance.<sup>84</sup>
10. During a child's first court appearance, a preliminary enquiry shall be conducted to consider the assessment report ( CPU 4) and whether a child should be diverted before plea.<sup>85</sup>

### **Procedure 3: Referral to Other Institutions**

11. Where additional services, such as health services or psychosocial support services are needed, the court shall make referral orders to relevant institutions offering those services.
12. A court may also make orders for a child to be held in a particular institution pending the hearing of the case.<sup>86</sup>

### **Procedure 4: Age Assessment**

13. The determination of age is pertinent when considering the institution to which a child should be committed.
14. Where the age of a person, assumed to be a child, is in dispute, the court shall make a determination of the child's age.<sup>87</sup>
15. If a person appearing before the court appears to be below the age of eighteen, the court is mandated to make an inquiry as to the person's age and may receive evidence necessary for the determination.<sup>88</sup>
16. Upon making an order for age assessment, a mention shall be held within three days to ensure that the process is carried out expeditiously.

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82 Children Act, s.186(c); Convention on the Rights of the Child, art.40(2)(b)(iii); African Charter on the Rights and Welfare of the Child, art.17(2)(c)(iv).

83 Clause 5; clause 6.5(b).

84 Children Act 2022, No.29 of 2022, s.227(1); ODPP Diversion policy, clause 2(b); ODPP Diversion Guidelines and Explanatory Notes, clause 35.

85 Children Act 2022, No. 29 of 2022, s. 228.

86 Children Act 2022, No. 29 of 2022, s. 150(2)(k) as read with s. 144(bb) and 145(5).

87 Children Act 2022, No. 29 of 2022, s.229.

88 Children Act 2022, No. 29 of 2022, s.166.

## Procedure 5: Committal to Statutory Institutions

17. Before committing a child to any statutory institution, the court shall request for children's officer's and probation officer's reports.
18. Committal to institutions shall be the last resort and limited to cases in which a child's rehabilitation needs cannot be met through a non-custodial order.<sup>89</sup>
19. Before committing a child to a rehabilitation school or a borstal institution, the court must first ascertain the age of the child. Rehabilitation schools are reserved for children between the age of ten and fifteen,<sup>90</sup> while borstal institutions are designated for children between the age of fifteen and eighteen.<sup>91</sup> The youth corrective training centre caters for persons aged between seventeen and twenty-one.<sup>92</sup>
20. If the court deems it necessary to commit a child to a rehabilitation school, the court shall ascertain, through the children's officer, the availability of a vacancy.
21. Confirmation of a vacancy in a borstal institution<sup>93</sup> and youth corrective training centre<sup>94</sup> shall be done through a probation officer.
22. The court shall explain to the child that they have been committed to a rehabilitation school or borstal institution for purposes of rehabilitation. To psychologically prepare children for placement in these institutions, courts should not misrepresent statutory institutions as being typical schools.
23. Upon committing a child to a rehabilitation school or borstal institution, the court shall schedule a mention, the following day, and every day thereafter to confirm that the child has been escorted to the statutory institution. The duly received and signed committal warrant or confirmation slip in evidence of the child's admission to an institution shall be submitted to the court.

89 Constitution of Kenya, a.53(1)(f); Convention on the Rights of the Child, art. 37(b) and art.40(3)(b).

90 Children Act 2022, No. 29 of 2022, s. 239(1)(e).

91 Borstal Institutions Act 1963, Cap 92, s.6 as read with s.2; note that s.191(1)(g) sets the lower limit as sixteen years but envisages a law specifically governing the establishment and regulation of borstal institutions. Further the period of committal to borstal institutions is three years thus seen to resonate with the lower limit of fifteen years.

92 Prisons Act 1962, Cap 90, s.67(1).

93 Borstal Institutions Act 1963, Cap 92, s.8.

94 Prisons Act 1962, Cap 90, s.67(1).

# APPENDICES

## FIRST SCHEDULE

## CHILD PROTECTION UNITS

## CPU Appendix I

### Assessment Form



REPUBLIC OF KENYA

#### OFFICE OF THE SECRETARY OF CHILDREN SERVICES ASSESSMENT FORM

1. Personal details of the Child:

Name of child

Sex of child

Age of child

2. Details on the following —

- (a) Where and with whom the child lives;
- (b) Whether the child has been receiving formal education;
- (c) Whether the child has a disability, and in particular, information regarding a child's mental health;
- (d) Whether the child has been subjected to physical or sexual abuse;
- (e) Whether the child has been exposed to domestic violence;
- (f) Whether the child is engaged in any work likely to be hazardous or to interfere with the child's education, or to be harmful to the child's health or physical, mental, spiritual, moral or social development;
- (g) Whether the child is displaced as a consequence of war, civil disturbances or natural disasters;
- (h) Whether any of the offences mentioned in the Fourteenth Schedule have been committed against the child, or if he is a member of the same household as a child against whom such offence has been committed, or is a member of the same household as a person who has been convicted of such an offence against a child;
- (i) whether the child is engaged in the use of, or trafficking of drugs or any other substance that may be declared harmful by the Cabinet Secretary responsible for health;
- (j) the social circumstances of the child;
- (k) information relating to any previous convictions, any previous diversions or any pending charges against the child;
- (l) recommendations on the next steps including:
  - (i) where appropriate, prospects of diversion of the matter;
  - (ii) possible release of the child into the care of a parent or a guardian or a fit person, if the child is in detention;
  - (iii) the transfer of the matter to a Children's Court, stating reasons for such a recommendation.

## CPU Appendix 2: Charge Sheet

Police 5

**THE KENYA POLICE**  
**CHARGE SHEET**

CASE NO. ....

DATE TO COURT .....

COURT FILE NO. ....

O.B. No. ....

Christian Names in full or Name	Surname or Father's Name	Identity certificate no.	sex	Nationality or tribe	Apparent Age	Address (Include Sub-county or Location where applicable)
CHARGE						
Particulars of offence (See Second Schedule of C.P.C)						
If Accused Arrested	Date of arrest	Without or with a warrant	Date Apprehension Report to Court	Bond or Bail and Amount		Is application made for Summons to Issue
Remanded or Adjourned to						
Complainant and Address						
Witnesses	1. .... 2. .... 3. .... 4. .... 5. ....		6. .... 7. .... 8. .... 9. .... 10. ....			
Sentence	..... if fine paid .....					
Court and date	.....					

*Officer in Charge*

*Police Stamp*

## CPU Appendix 3: P&C Form

Form P& C 1



REPUBLIC OF KENYA

IN THE CHILDREN'S COURT AT.....  
PROTECTION AND CARE NO.....  
APPLICATION FOR AN ORDER UNDER SECTION ..... OF THE CHILDREN ACT

CO/S.NO .....  
Police Case No.....  
Date to Court.....  
Protection and Care No.....

### Child's Particulars

Name of Child.....  
Apparent Age ..... Sex ..... Nationality .....  
County ..... Languages(s) ..... Religion ..... Disability.....  
Special needs (list any needs that the child may have)  
.....  
.....

### Parent(s)/Guardian(s) Particulars

Name 1. ....  
2. ....  
Telephone/Mobile .....  
Physical/home Address .....  
Postal Address .....  
Relationship with the child .....

### CATEGORIES OF CHILDREN IN NEED OF CARE AND PROTECTION

(tick as appropriate) A child who

Has no parent/guardian

Has been abandoned by his parent or guardian

Is destitute

Is found begging or receiving alms

**SECOND SCHEDULE**

**CHILDREN RESCUE CENTRES**

## CRC Appendix 1: Social Inquiry Form

CRC Form 1

Date .....

**Case Number:** .....

**CRC:** ..... **Child Rescue Centre**

**Investigation Officer:** .....

**Station Officer:** .....

### **Details of the Child**

Name of the child ..... Age ..... Sex .....

Nationality ..... Ethics group .....

Religion .....

Name of School attended ..... Class .....

Year .....

Name of H/Master/teacher .....

Hobbies .....

Types of friends .....

Mental/Physical condition .....

### **Details of Home Area**

County ..... Sub-county ..... Ward .....

Location ..... Sub-location .....

Village .....

Name of Chief ..... Name of Assistant Chief/Village elder .....

Name of any Neighbours .....

Nearest Church/Mosque ..... Name of Religious

Leader .....

Nearest School .....

Nearest Market/shop .....

Nearest matatu stage .....

Nearest Police Station .....

### **Family Background**

Name of Father .....

Age .....

Level of education ..... Occupation .....

Address ..... Tel. .... ID No .....

Name of Estate ..... Name of Road .....

Name of Mother ..... Age .....

Level of education ..... Occupation .....

Address ..... Tel. .... ID No .....

Name of Estate ..... Name of Road .....



## CRC Appendix 2: Needs and Risk Assessment Form

### NEEDS AND RISK ASSESSMENT FORM

DETAILS OF THE CHILD		
NAME OF THE CHILD:	AGE :	SEX
HOME LOCATION:	SCHOOL:	
NAME OF PARENT/GUARDIAN:	CONTACT OF PARENT/GUARDIAN:	
NAME OF PREVIOUS INSTITUTION:	DATE OF RELEASE FROM PREVIOUS INSTITUTION:	
DATE:		
CATEGORIES OF RISK FACTORS AND NEEDS ASSESSMENT AREAS FOR PLACEMENT OF CHILD IN A RESCUE CENTRE	CHECK APPROPRIATE CATEGORY (✓)	OFFICER'S COMMENTS WHERE NECESSARY
Has no parent or guardian, or has been abandoned by his parent or guardian, or is destitute.		
Found begging or receiving alms and parents or guardians cannot be traced.		
The parent has been imprisoned and there are no alternative care options.		
Whose parent or guardian does not, or is unable or unfit to exercise proper care and guardianship and there is no alternative care option		
Who is prevented from receiving education and there are no proper interventions in place		
Who, being a female is subjected or is likely to be subjected to female circumcision or early marriage or customs and practices prejudicial to the child's life, education, and health;		
Who is being kept in any premises which, in the opinion of a medical officer, are overcrowded, unsanitary or dangerous;		
Who is exposed to domestic violence		
Who is pregnant and living within the same household as the perpetrator who committed the offence		
Whose parent is terminally ill with no access to alternative care		
Who is disabled and is being unlawfully confined or ill-treated		
Who has been sexually abused or is likely to be exposed to sexual abuse and exploitation including prostitution and pornography		
Who is engaged in any work likely to harm his health, education, mental or moral development		
Who is displaced as a consequence of war, civil disturbances or natural disasters		
Who is exposed to any circumstances likely to interfere with his physical, mental, and social development, without the existence of appropriate intervention strategies		
<b>Sources of Information:</b>		
Name of Committing children officer	Name of SCCO	
Date	Signature	

### SUMMARY OF CATEGORIZATION

When a child falls under one or more of these categories the child shall be placed in a children's rescue centre. Where a child does not fall under this category they will be considered low risk and community-based interventions should be sought out.

**CRC Appendix 3: Application for a Vacancy in a Children Rescue Centre**

**THE SECRETARY**  
**OFFICE OF THE SECRETARY OF CHILDREN SERVICES**  
**P.O BOX 46205-00100: NAIROBI**

I HEREBY REQUEST FOR A VACANCY IN A CHILDREN’S RESCUE CENTRE.

DETAILS OF CHILD

NAME  
AGE  
SEX  
CRC NO:

P&C:

COURT NO:  
MAGISTRATE/JUDGE  
CHILD HELD AT:  
DATE OF NEXT MENTION:  
REQUESTING OFFICER:  
DESIGNATION:  
STATION  
POSTAL ADDRESS:  
TEL NO:  
EMAIL ADDRESS:  
SIGNATURE OF OFFICER .....  
DATE .....  
SIGNATURE OF SCCO .....  
DATE .....

## CRC Appendix 4: Confirmation of Vacancy for the Committal of Children in a Rescue Centre



### OFFICE OF THE SECRETARY OF CHILDREN SERVICES

Telegrams: "APPROVED." Nairobi  
Telephone: Nairobi Ext:  
E-mail:  
Fax:

**OFFICE OF THE SECRETARY OF  
CHILDREN SERVICES  
HEADQUARTERS  
NSSF  
P.O. BOX 46205  
NAIROBI**

**REF: NO** .....  
**REF** .....  
**THE\_SCCO**  
**P.O. BOX** .....

**DATE** .....

### **RE: CONFIRMATION OF VACANCY FOR THE COMMITMENT OF CHILDREN IN A RESCUE CENTRE**

(Registrar of the high court circular No. 49/69 dated 24th December 1982)

Please refer to your letter Rf. No. .... dated ..... which you applied for a vacancy in ..... Children Rescue Centre for committal of a child named ..... aged ..... years case no ..... before the magistrates' court ..... This is to confirm that there is vacancy at ..... Children Rescue Centre for a period of ..... years. Please inform the magistrate accordingly.

**FOR: SECRETARY, CHILDREN SERVICES.**

cc.

Manager

..... Children's Rescue Centre

P.O. BOX .....

OFFICIAL STAMP

**CRC Appendix 5: Medical Form for Placement of Children in Child Rescue Centres**



**MEDICAL EXAMINATION FORM**

*To be filled by qualified Medical Practitioner only*

Name .....

Age ..... Sex .....

Height ..... Blood pressure .....

Weight ..... Pulse Rate .....

Any Physical Disability.....

**MEDICAL HISTORY:**

Any Current illness? List current medications if any. ....

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

Any treatment for TB or exposure to a TB patient?

.....  
.....

Any history of mental illness in self or Family .....

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

Any sleep problems YES / NO (if YES, Elaborate)

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

Any history of seizures (YES/ NO) If yes, List current duration and current medications

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

Any known allergy? If Yes, List

.....  
.....

**Physical Examination**

General Examination

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

Orientation (Time ..... Date ..... Place ..... Person .....)

Speech .....

Visual Acuity ..... RE ..... LE .....

Head and Neck .....

ENT.....

Central Nervous system .....

Cardiovascular system .....

Respiratory system .....

GIT system .....

Musculoskeletal system .....

Reproductive system .....

Condition of the skin .....

Any dental condition? Yes/No

Urinalysis .....

Stool for O/C .....

VDRL Test .....

Pregnancy Test (where necessary)

.....

COVID -19 Test (where necessary)

.....

HIV Test (where indicated, need confidentiality and consent)

.....

Consent

.....

X-Ray Report (where indicated)

.....

.....

Any other medical observations or comments by the doctor

.....

.....

.....

.....

This is to certify that, I have this day examined the above-named person and noted the following:

.....

.....

.....

Name of Medical Practitioner .....

Signature .....

Date ..... Official Rubber Stamp



## CRC Appendix 6: Case Record Sheet

### CASE RECORD SHEET

Serial No ..... Date .....

Case referred by: .....

Contact Address ..... Tel .....

#### **PERSONAL DETAILS OF THE CHILD**

Name of the child .....

Age .....

Sex .....

Nationality ..... Religion .....

Occupation .....

Level of education:

Class ..... Year ..... Name of School .....

Category of School ..... (Formal or Non-Formal)

Hobbies .....

Type of Friends of the child .....

(Sources of Information, relatives/teachers) .....

Mental/Physical Conditions .....

#### **HOME PARTICULARS OF THE CHILD**

County .....

Sub-county .....

Ward .....

Location .....

Sub-location .....

Village .....

Name of Chief .....

Name of Assistant Chief .....

Name of Village Elder .....

Nearest Church / Mosque .....

Nearest School .....

Nearest market .....

Nearest Police Station .....

**Name of Father (Guardian/foster parents)** .....

Age .....

Level of Education .....

Occupation ..... ID/No .....

Address ..... Tel .....

Name of Estate/Village .....

Name of Mother .....

Age .....

Level of Education .....

Occupation ..... ID/No .....

Address ..... Tel .....

Name of Estate/Village .....

**Other Siblings/Children**

Name	Age	Sex	Class	Remarks
1 .....	.....	.....	.....	.....
2 .....	.....	.....	.....	.....
3 .....	.....	.....	.....	.....
4 .....	.....	.....	.....	.....
5 .....	.....	.....	.....	.....

**CASE HISTORY OF THE CHILD**

Type of Case .....

Needs of the Child .....

.....

.....

.....

**FAMILY BACKGROUND (Separated, Widowed, Economic status)**

.....

.....

**ANY OTHER RECOMMENDATIONS AND COMMENTS BASED ON THE BEST INTEREST OF THE CHILD**

.....

.....

(SCCO, CPV) .....

Station .....

Post Office Address .....

Email Address .....

Sign .....

## CRC Appendix 7: Individual Care Plan and Exit Strategy (CRC Form 2)

**CRC Form 2**  
**Individual Care Plan and Exit Strategy**

**CHILD NAME:** .....

**ADMISSION NO.** .....

**NEEDS OF THE CHILD:**

.....

.....

.....

.....

.....

**FAMILY / CHILD RISKS:**

.....

.....

.....

.....

.....

.....

**FAMILY RESOURCES:**

.....

.....

.....

CHILD'S INDIVIDUAL CARE PLAN		Starting Date	Ending Date	Officer's Comment
GOAL	SUB-GOAL / ACTION PLAN			
	1-1			
	1-2			
2.	2-1			
	2-2			

3.	3-1			
	3-3			
<b>COUNSELLORS RECOMMENDATIONS</b>				
<b>FAMILY CONFERENCE RESULT</b>	<b>DATE:</b>	<b>VENUE: PARTICIPANTS:</b>		
	<b>RESULTS:</b>			

## CRC Appendix 8: Family Conference Form

### FAMILY CONFERENCE FORM

**NAME OF CHILD** .....

**FAMILY CONFERENCE HELD AT** ..... **ON** .....

	NAMES OF PARTICIPANTS	RELATION TO THE CHILD (e.g. father, uncle, teacher, C.O, chief, social worker, pastor.....)	CONTACT DETAILS (Address/telephone)
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			

Underlying Issues

.....

.....

.....

.....

Presenting Issues

.....

.....

.....

.....

Consensus on the way forward between the child and family members/ guardians

.....

.....

.....

.....

.....



**NAMES OF FAMILY MEMBERS**

**SIGNATURE**

1. ....	.....
2. ....	.....
3. ....	.....
4. ....	.....
5. ....	.....
6. ....	.....
7. ....	.....
8. ....	.....

**NAMES OF SIGNIFICANT OTHERS e.g., Social Worker, Counsellor, Chief, Pastor etc....**

1. ....	.....
2. ....	.....
3. ....	.....
4. ....	.....
5. ....	.....

**OFFICER(S) HANDLING THE CASE**

1. ....	.....
2. ....	.....
3. ....	.....

**FAMILY CONFERENCE SCHEDULE**

Follow-up meeting to be held at .....

Date .....

Name of family contact person .....

Contact details .....

## CRC Appendix 9: Progress Report

### PROGRESS REPORT (FOR CHILDREN RESCUE CENTRE)

<b>Date</b>	Name of the Institution	The SCCO addressed
Name and age of Child	Address to be released to	Birthplace
Name and age of Parent/ Guardian	Parent/Guardian	Occupation of Parent/Guardian
Committal date	Expiration date	Grounds for committal
Admission date		
Goals of Individual Care Plan:		
1		
2.		
3.		
Description concerning concrete attainments and changes of the child relating to the Individual Care Plan		
1.		
2.		
3.		
Remaining tasks to be accomplished during the stay at the institution		
Comments and Requests to the SCCO		
Signature		

## CRC Appendix 10: Environmental Adjustment Report

### ENVIRONMENTAL ADJUSTMENT REPORT (FOR CHILDREN RESCUE CENTRE)

Name of Child	Name of Institution
Age/Date of Birth Years old	
Male/Female	Committal Date / /
	Expiration Date / /
<b>Address to which the child will be released</b>	<b>Name of Receiving Children Officer/ SCCO</b>
<p><b>Parent/Guardians to where the child will be released</b>                  (1) Name, address, relationship with the child, Age, Occupation</p>	
<p>(2) Whether or Not the Parent/Guardian(s) is ready to accept the child?</p> <p>a. Keen to Accept <input type="checkbox"/></p> <p>b. Accept <input type="checkbox"/></p> <p>c. Not Ready to Accept, but There is a Possibility to Accept <input type="checkbox"/></p> <p>d. Refuse to Accept <input type="checkbox"/></p> <p>Reasons:</p>	
<p>(3) Whether or Not parent/guardian(s) will come to the institution when the child will be released</p> <p>a. Come to the Institution <input type="checkbox"/> b. Not Come <input type="checkbox"/> c. Pending <input type="checkbox"/></p> <p>Reason for b) or C):                  If not, how will the child reach home? :</p>	
<p>(4) When the parents/guardian (s) will visit the institution to see the child (specific dates preferable)</p>	
<p>(5) Home condition</p>	
<p>(6) Family Dynamics</p>	
<p>(7) Means of Livelihood</p>	
<p>(8) House Conditions</p>	

<p><b>Relevant Information about Family/Guardians/Other Relatives</b>  Do any of the relatives have any of the following?  a. Mental disease, b. Deviant personality, c. Alcohol and drug addiction,  d. Criminal, or others  If applicable, describe the name, relationship with the child, other information.</p>	
Community environment	
Prospect to education or employment after the child is released	
<p><b>Remarks of Children Officer</b></p> <p>(1) What problems should be dealt with for environmental adjustment?</p> <p>.....</p> <p>(2) What adjustment practices have been done for the problem?</p> <p>.....</p> <p>(3) What problems remain unresolved? What is the course of action? How long do you estimate it take to accomplish the adjustment?</p>	
<p><b>Feedback from Children Officer to the Institution</b></p> <p>(1) What issues should be dealt with at the institution to enable environmental adjustment to be effective?</p> <p>.....</p> <p>(2) What interventions have been achieved for these issues?</p>	
<p><b>If another appropriate person is available, describe his/her particulars (name, relationship with the child, occupation, reason why the person is appropriate)</b></p>	
<p><b>Other Relevant/Useful Information</b></p>	
<p><b>Remarks of SCCO</b></p> <p>(1) Whether or not the current environment is appropriate for the child to be released?</p> <p>a. Appropriate <input type="checkbox"/> b. Not Appropriate <input type="checkbox"/> c. Pending <input type="checkbox"/></p> <p>(2) Other Remarks</p>	
CO	Date                    /   / Name Tel Physical Address Email

## CRC Appendix 11: CRC Release Form



### OFFICE OF THE SECRETARY OF CHILDREN SERVICES

Telephone:

P.O Box

Email

When replying please quote

Ref: CS

Date:

#### RELEASE FORM

**RE: ADM NO**

**The above-named child has been released to the following person**

NAME:

ID NO .....

TEL NO .....

OCCUPATION .....

RESIDENCE .....

RELATION TO CHILD .....

SIGNATURE .....

SIGNATURE

OFFICIAL STAMP

## CRC Appendix 12: Child Status Index

CHILD STATUS INDEX SCORECARD				
DETAILS OF THE CHILD				
Name of Child	Age	Sex		
Home Location	School			
Name of Parent/Guardian	Contact of Parent/Guardian			
Name of the Previous institution	Date of release from the previous institution			
<b>DATE:</b>				
CHILD STATUS INDEX SCORES				
DOMAINS		TICK(✓) SCORE OF THE DOMAIN		
<b>1. FOOD &amp; NUTRITION</b>				
1 A. Food Security	4	3	2	1
1B. Nutrition & Growth	4	3	2	1
<b>2. SHELTER &amp; CARE</b>				
2A. Shelter	4	3	2	1
2B. Care	4	3	2	1
<b>3. PROTECTION</b>				
3A. Abuse & Exploitation	4	3	2	1
3B. Legal Protection	4	3	2	1
<b>4. HEALTH</b>				
4A. Wellness	4	3	2	1
4B. Health Care Services	4	3	2	1
<b>5. PSYCHOSOCIAL</b>				
5A. Emotional Health	4	3	2	1
5B. Social Behaviour	4	3	2	1
<b>6. EDUCATION AND SKILLS TRAINING</b>				
6A. Performance	4	3	2	1
6B. Education/Work	4	3	2	1
Source(s) of information: (Circle all that apply) Child, Parent/Caregiver, Relative, Neighbour, Teacher, Family Friend, CPV, Others (Specify): -				
NAME OF RECEIVING CHILDREN OFFICER/SCCO:				
DATE:				
SIGNATURE:				

**CHILD STATUS INDEX (CSI) EXPLANATIONS**

DOMAIN	FOOD AND NUTRITION		SHELTER AND CARE			PROTECTION	
	1A. Food and Security	1B. Nutrition and Growth	2A. Shelter	2B. Care	3A. Abuse and Exploitation	3B. Legal Protection	
GOAL	Child has sufficient food to eat at all times of the year.	Child is growing well compared to others of his/her age in the community.	Child has a stable shelter that is adequate dry and safe.	Child has at least 1 adult (age 18 or over) who provide consistent care, attention and support.	Child is safe from other abuse, neglect or exploitation.	Child has access to legal protection services as needed.	
Good=4	Child is well fed, eats regularly.	Child is well grown with good height, weight and energy level for his/her age.	Child lives in a place that is adequate, dry and safe.	Child as a primary adult caregiver who is involved in his/her life and who protects and nurtures him/her.	Child does not seem to be abused, neglected, do inappropriate work or be exploited in other ways.	Child has access to legal protection as needed.	
FAIR=3	Child has enough to eat some of the time, depending on the season or food supply.	Child seems to be growing well but is less active compared to others of the same age in the community.	Child lives in a place that needs some repairs but is fairly adequate, dry and safe.	Child has an adult who provides care but who is limited by illness, age or seems indifferent to this child.	There is some suspicion that the child may be neglected, overworked, not treated well or otherwise maltreated.	Child has no access to legal protection services, but no protection is needed at this time.	
BAD=2	Child frequently has less food to eat than needed, complains of hunger.	Child has low weight, looks shorter and/or is less energetic compared to others of the same age in the community	Child lives in a place that needs major repairs, is overcrowded, inadequate and/or does not protect him/her from weather	Child has no consistent adult in his/her life that provides love, attention and support	Child is neglected, given inappropriate work for his or her age, or is not treated well in household or institution	Child has no access to any legal protection services and may be at risk of exploitation	
VERY BAD =1	Child rarely has food to eat and goes to bed hungry most nights.	Child has very low weight (wasted) or is too short (stunted) for his/her age (malnourished).	Child has no stable, adequate, or safe place to live.	Child is completely without the care of an adult and must fend for him or herself or lives in a child-headed household.	Child is abused, sexually or physically, and/ or is being subjected to child labour or otherwise exploited.	Child has no access to legal protection services and is being legally exploited.	

DOMAIN	4. HEALTH		5. PSYCHO-SOCIAL		6. EDUCATION AND SKILLS TRAINING	
GOAL	Child is physically healthy	Child can access health care services, including medical treatment when ill and preventive care	Child is happy and content with a generally positive mood and hopeful outlook.	Child is cooperative and enjoys participating in activities with adults and other children.	Child is progressing well in acquiring knowledge and life skills and home, school job training or age-appropriate productive activity	Child is enrolled and attends school or skills training or is engaged in age-appropriate play, learning activity, or job.
GOOD=4	In the past month, the child has been healthy and active, with no fever, diarrhoea, or other illnesses.	Child has received all or almost all necessary health care treatment and preventive services.	Child seems happy, hopeful and content.	Child likes to play with peers and participates in group or family activities.	Child is learning well, developing life skills, and progressing as expected by caregivers, teachers, or other leaders.	Child is enrolled in and attending school/training regularly. Infants or preschoolers play with a caregiver. Older child has an appropriate job
FAIR=3	In the past month, the child was ill and less active for a few days (1 to 3 days), but he/she participated in some activities.	Child received medical treatment when ill, but some health services (e.g. immunization) are not received	Child is mostly happy but occasionally he/she is anxious or withdrawn. Infant may be crying, irritable, or not sleeping well some of the time.	Child has minor problems getting along with others and argues or gets into fights sometimes.	Child is learning well and developing life skills moderately well, but caregivers, teachers, or other leaders have some concerns about progress.	Child enrolled in school/training but attends irregularly or shows up inconsistently for productive activity/job. Younger child played with sometimes but not daily.
BAD=2	In past the month, the child was often (more than 3 days) too ill for school, work or play	Child only sometimes, or inconsistently receives needed health care services (treatment or preventive)	Child is often withdrawn, irritable, anxious, unhappy, or sad. Infant may cry frequently or often be inactive	Child is disobedient to adults and frequently does not interact well with peers, guardians, or others at home or school.	Child is learning and gaining skills poorly or falling behind, Infant and preschool child is gaining skills more slowly than peers.	Child enrolled in school or has a job but he/she rarely attends. Infant or preschool child is rarely played with.
VERY BAD=1	In past the month, the child has been ill most of the time (chronically ill)	Child rarely or never receives the necessary health care services.	Child seems hopeless, sad, withdrawn, wishes could die, or wants to be left alone. Infant may refuse to eat, sleep poorly, or cry a lot	Child has behavioural problems, including stealing, early sexual activity, and/or other risky or disruptive behaviour	Child has serious problems with learning and performing in life or developmental skills.	Child is not enrolled, not attending training, or not involved in age-appropriate productive activity or job. Infant or preschooler is not played with.

Public Domain: Developed with the support from the U.S President's Emergency Fund for AIDS Relief through USAID to MEASURE Evaluation and Duke University. O'Donnell K., Niagara F., Murphy R., & Nyberg B., 200

## INTERVENTIONS FOR THE CHILD STATUS INDEX SCORE.

RATING	WHAT IT MEANS	GUIDELINES FOR FOLLOW-UP ACTIONS.
4	<p><b>Good</b> The child's status or situation is Good. There are no concerns and no apparent risk for the child in this area.</p>	<p>No follow-up or care plan is needed. The children officer can do a referral for other social welfare services where applicable.</p>
3	<p><b>Fair</b> The child's status or situation is generally acceptable, but there are some concerns on the part of the caregiver or the children officer. Additional resources might be helpful, if available.</p>	<p>This is an area that the children officer will want to be aware of in future visits to make sure the situation has not gotten worse. This is not seen as an urgent matter. The children officer will also directly make the referral to other social welfare services.</p>
2	<p><b>Bad</b> There is concern that the child's status or situation. Additional resources and other services are needed.</p>	<p>The children officer should consider what the child and family needs are. They will also enrol the child for temporary supervision by the SCCO. The children officer will also directly make the referral to other social welfare services.</p>
1	<p><b>Very bad</b> The child is at serious risk in this area. Urgent attention to the child or the situation may be needed.</p>	<p>When a family/child welfare emergency is discovered, the children officer worker must respond by enrolling the child and the family for regular supervision and make a direct referral to other social welfare services.</p>

# CRC Appendix 13: Change in the Profile of a Child Under Environmental Adjustment

## CHANGE IN THE PROFILE OF A CHILD UNDER ENVIRONMENTAL ADJUSTMENT

Date	Name of the Institution	The SCCO addressed
Name and age of child		
Old address to be released to		
Name of and age of parent/guardian		
Relationship with guardian		
Job of guardian		
New address to be released to		
Name of and age of guardian		
Relationship with guardian		
Job of guardian		
Expiration date		
Reason of Change		
Life planning (interest and aptitude)		
Mental and Physical states		
Other Changes		

## **CRC Appendix 14: Notice of Transfer of Child**

### **NOTICE OF TRANSFER OF CHILD**

To: Sub-County Children's Officer

From: Manager of Children Rescue Centre

I notify you of the transfer of the Child as follows;

1. Name of the Child
2. Age and birth date of the Child
3. Date when the Profile of Newly Admitted Child was sent
4. Rescue Centre where the Child was sent
5. Date of transfer
6. Reason for transfer

## **THIRD SCHEDULE**

### **CHILDREN'S REMAND HOMES APPENDICES**

## CRH Appendix 1: Probation Officer's Report



### PROBATION AND AFTER CARE SERVICE PROBATION OFFICERS REPORT

Ref: PRO/MAK/POR/VOL.\_\_\_\_/\_\_\_\_

#### Case Details

Name:

Court:

Age:

CR:

Sub County:

PCR No.:

Location:

Police Station:

Sub-location:

Village:

Tribe:

Residence:

ID No:

Charge:

Particulars:

Mention Date:

#### INTRODUCTION AND SOURCES OF INFORMATION

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

#### PREVIOUS CONVICTIONS

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

#### FAMILY BACKGROUND



## CRH Appendix 2: Children Officer's Report



### OFFICE OF THE SECRETARY OF CHILDREN SERVICES

Serial No ..... Date.....  
Case referred by .....  
Contact Address ..... Tel .....

#### **PERSONAL DETAILS OF THE CHILD**

Name of the child .....  
Age .....  
Sex .....  
Nationality ..... Religion .....  
Occupation .....

Level of education:

Class ..... Year ..... Name of School .....  
Category of School ..... (Formal or Non-Formal)

Hobbies .....  
Type of Friends of the child .....  
(Sources of Information, Relatives/teachers) .....  
Mental/Physical Conditions .....

#### **HOME PARTICULARS OF THE CHILD**

County .....  
Sub-county .....  
Ward .....  
Location .....  
Sub-location .....  
Village .....  
Name of Chief .....  
Name of Assistant Chief .....  
Name of Village Elder .....  
Nearest Church / Mosque .....  
Nearest School .....  
Nearest market .....  
Nearest Police Station .....  
**Name of Father (Guardian/foster parents)** .....

Age ..... Level of Education .....  
 Occupation ..... ID/No .....  
 Address ..... Tel .....  
 Name of Estate/Village .....

**Name of Mother** .....

Age ..... Level of Education .....  
 Occupation ..... ID/No .....  
 Address ..... Tel .....  
 Name of Estate/Village .....

**Other Siblings/Children**

Name	Age	Sex	Class	Remarks
1. ....	.....	.....	.....	.....
2. ....	.....	.....	.....	.....
3. ....	.....	.....	.....	.....
4. ....	.....	.....	.....	.....
5. ....	.....	.....	.....	.....

**CASE HISTORY OF THE CHILD**

Type of Case .....

Needs of the Child  
 .....  
 .....

Risk factors of the Child  
 .....  
 .....

**FAMILY BACKGROUND (Separated, Widowed, Economic status)**

.....  
 .....

**ANY OTHER RECOMMENDATIONS AND COMMENTS BASED ON THE BEST INTEREST OF THE CHILD**

.....  
 .....

**(CO, CPV, PO)** .....

Station .....

Post Office Address .....

Email address .....

Sign .....

## CRH Appendix 3: Medical Examination Form



### MEDICAL EXAMINATION FORM

*To be filled by qualified Medical Practitioner only*

Name .....

Age ..... Sex .....

Height ..... Blood pressure .....

Weight ..... Pulse Rate .....

Any Physical Disability .....

#### **MEDICAL HISTORY:**

Any Current illness? List current medications if any .....

Any treatment for TB or exposure to a TB patient?

Any history of mental illness in self or Family

Any sleep problems YES / NO (if YES, Elaborate)

Any history of seizures (YES/ NO) If yes, List current duration and current medications

Any known allergy? If Yes, List

## Physical Examination

### General Examination

Orientation (Time ..... Date ..... Place ..... Person .....

Speech .....

Visual Acuity ..... RE ..... LE .....

Head and Neck .....

ENT .....

Central Nervous system .....

Cardiovascular system .....

Respiratory system .....

GIT system .....

Musculoskeletal system .....

Reproductive system .....

Condition of the Skin .....

Any Dental condition? Yes/No

Urinalysis .....

Stool for O/C .....

VDRL Test .....

Pregnancy Test (where necessary)

COVID -19 Test (where necessary)

HIV Test (where indicated, need confidentiality and consent)

Consent .....

X-Ray Report (where indicated)

Any other medical observations or comments by the doctor

This is to certify that, I have this day examined the above-named person and noted the following:

Name of Medical Practitioner .....

Signature .....

Date ..... Official Rubber Stamp

## CRH Appendix 4: Individual Care Plan

### INDIVIDUAL CARE PLAN

CRC FORM 3

CHILD NAME: ..... ADMISSION NUMBER: .....

NEEDS OF THE CHILD:

.....  
 .....

FAMILY / CHILD RISKS:

.....  
 .....

FAMILY RESOURCES:

.....

CHILD'S INDIVIDUAL CARE PLAN		Starting Date	Ending Date	Officer's Comment
GOAL	SUB-GOAL / ACTION PLAN			
1.	1-1			
	1-2			
2.	2-1			
	2-2			
3.	3-1			
	3-3			
COUNSELLORS' RECOMMENDATIONS				
FAMILY CONFERENCE RESULT	DATE:	VENUE: PARTICIPANTS:		
	RESULTS:			

## CRH Appendix 5: Child's Assessment Report

### CHILD'S ASSESSMENT REPORT

CRC Form 5

Date	Name of the institution	The SCCO/DPO addressed
Name and age of child	Address to be released to	Birthplace
Name and age of guardian	Relationship with guardian	Occupation of guardian
Committal date at RH	Expiration date	Grounds of committal: 1) Child under Care & Protection 2) Child Offender
Admission date at RH	(In a criminal case) offence	
Description of major protection issues, problem behaviour or crime		
Environmental challenges: e.g. family dysfunctionality, association with antisocial, problematic persons		
<b>Mental State</b> Personality: IQ (if applicable)  <b>Mental Disorder:</b>		
<b>Physical State</b> Height: Weight: Eyesight:      Hearing:  <b>Physical challenge/special need:</b>  <b>Any pre-existing illness:</b>  <b>Treatment provided at the RH:</b>		
Child's Life Planning after Release (child's resolutions)		

Situation of Family Members			
(Name)	(Age)	(Relationship)	(Occupation/School)
Child's Life History (including education, protection issue/problem behaviour, occupation)			
(Date)	(Major life events)		
Summary of Protection issue/Problem Behaviour: list and analysis			
<p><b>School Experience:</b></p> <p> </p> <p><b>Work Experience:</b></p> <p> </p> <p><b>Leisure Time &amp; Friendship</b></p> <p> </p> <p><b>Protection issues:</b></p> <p> </p> <p><b>Problem Behaviour (e.g. substance abuse):</b></p> <p> </p>			
FINAL RECOMMENDATIONS (from Case Conference)			

## CRH Appendix 6: Case Record Sheet

### CASE RECORD SHEET

CRC Form 2

Serial No ..... Date .....  
Case referred by .....  
Contact .....  
Tel ..... Address .....

### PERSONAL DETAILS OF THE CHILD

Name of the child .....  
Age ..... Sex ..... Nationality .....  
Religion ..... Occupation .....

Level of education:

Class ..... Year ..... Name of School .....  
Category of School ..... (Formal or Non-Formal)

Hobbies .....  
Type of Friends of the child .....  
(Sources of Information -Relatives/Teachers) .....  
Mental/Physical Conditions .....

### HOME PARTICULARS OF THE CHILD

County .....  
Sub-county .....  
Ward .....  
Location .....  
Sub-location .....  
Village .....  
Name of Chief .....  
Name of Assistant Chief .....  
Name of Village Elder .....  
Nearest Church / Mosque .....  
Nearest School .....  
Nearest market .....  
Nearest Police Station .....  
Name of Father (Guardian/foster parents) .....  
Age ..... Level of Education .....  
Occupation ..... ID/No .....  
Address ..... Tel .....  
Name of Estate/Village .....

Age ..... Level of Education .....

Occupation ..... ID/No .....

Address ..... Tel .....

Name of Estate/Village .....

**Other Siblings/Children**

Name	Age	Sex	Class	Remarks
1. ....	.....	.....	.....	.....
2. ....	.....	.....	.....	.....
3. ....	.....	.....	.....	.....
4. ....	.....	.....	.....	.....
5. ....	.....	.....	.....	.....

**CASE HISTORY OF THE CHILD**

Type of Case .....

Needs of the Child

.....

.....

.....

**FAMILY BACKGROUND (Separated, Widowed, Economic status)**

.....

.....

**ANY OTHER RECOMMENDATIONS AND COMMENTS BASED ON THE BEST INTEREST OF THE CHILD**

.....

.....

CO, CPV .....

Station .....

Post Office Address .....

Email Address .....

Sign .....

## CRH Appendix 7: Case Referral Form



### OFFICE OF THE SECRETARY OF CHILDREN SERVICES

COUNTY: .....

SUB COUNTY: .....

Telephone Number:

Telephone:

E-mail:

REF. ....

P.O. BOX .....

### FORM FOR CASE REFERRAL TO OTHER AGENCIES, CHILDREN'S INSTITUTIONS, CPVS AND OTHER OFFICES

TO: .....

FROM: .....

#### I. PARTICULARS OF THE CHILD/CHILDREN

Name	Age	Sex	Class
1. ....	.....	.....	.....
2. ....	.....	.....	.....
3. ....	.....	.....	.....
4. ....	.....	.....	.....

#### II. REASON FOR REFERRAL

1. By Court Order                       2. Supervision                       3. Others  (Specify)

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

#### III. DOCUMENTS ATTACHED

1. Case Record Sheet
2. Social Inquiry Report
3. Court Order
4. Written promise
5. Any other document, e.g. Medical Report/ Birth Certificate

- 6. Court Order
- 7. Individual Treatment Plan
- 8. Monthly progress report

**NAME OF REFERRING OFFICER:** .....

**SIGNATURE:** .....

**CHILD RECEIVED BY:**

**NAME** .....

**SIGNATURE** .....

**TEL:** .....

**DATE:** .....

*Fill in duplicate - Original (Agency), Copy (Children Officer)*





Child's Name:

.....

**NAMES OF FAMILY MEMBERS**

**SIGNATURE**

- |         |       |
|---------|-------|
| 1. .... | ..... |
| 2. .... | ..... |
| 3. .... | ..... |
| 4. .... | ..... |
| 5. .... | ..... |
| 6. .... | ..... |
| 7. .... | ..... |
| 8. .... | ..... |

**NAMES OF SIGNIFICANT OTHERS e.g., Social Worker, Counsellor, Chief, Pastor etc.**

- |         |       |
|---------|-------|
| 1. .... | ..... |
| 2. .... | ..... |
| 3. .... | ..... |
| 4. .... | ..... |
| 5. .... | ..... |

**OFFICER(S) HANDLING THE CASE**

- |         |       |
|---------|-------|
| 1. .... | ..... |
| 2. .... | ..... |
| 3. .... | ..... |

**FAMILY CONFERENCE SCHEDULE**

Follow-up meeting to be held at .....

Date .....

Name of family contact person .....

Contact details .....

# CRH Appendix 9: Joint Family Agreement Form

## JOINT FAMILY AGREEMENT FORM

CRC Form 7

### OFFICE OF THE RECEIVING OFFICER JOINT AGREEMENT FORM (Promise of commitment by Family and Child)

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Child's name: .....  
Signature: .....

NAME OF FAMILY MEMBERS	Signature
1. ....	.....
2. ....	.....
3. ....	.....
4. ....	.....
5. ....	.....

Name of Receiving Officer (SCCO or his/her delegate: e.g. CPV, Chief) .....  
1. ....  
2. ....

FAMILY MEETING HELD AT ..... DATE .....

**N.B. Resolutions indicated in the promise of commitment must be numbered, specific, practical and achievable**

## CRH Appendix 10: Remand Home Escape Form

### REPUBLIC OF KENYA

#### REPORT OF ESCAPE

1. Name .....
2. Age .....
3. Sex: Male  Female
4. School Admission No .....
5. Identity Registration No .....
6. Court File No .....
7. Police File No .....
8. Tribal particulars;  
Ethnic Group .....
- Clan .....
9. Home Particulars  
County .....
- Sub-county .....
- Ward .....
- Location .....
- Sub-Location .....
- Village .....
- Chief .....
- Sub-chief .....
- Originating police station .....
10. Period of order and date .....
11. Criminal case no/C&P case no .....
12. Date of escape .....
13. Name and address of children's remand home .....
14. Mode of escape .....
15. Steps taken to recapture .....
16. Government clothing or other items taken .....
17. Description of escapee .....
18. Circumstances of escape stating any known reason or circumstance which might have led to the escape .....
19. Escaped under supervision of .....
- Officer-in-Charge .....
- Date ..... Station .....

To Director of Children's Services P. O. BOX 46205, NAIROBI (1 Copy)

Copies to: .....

Officer-in-Charge, Police station.....

File.....

R/Sheet.....

**FOURTH SCHEDULE**

**REHABILITATION SCHOOLS**

## **RS Appendix 1: Application for a Vacancy in a Rehabilitation School**

### **APPLICATION FOR A VACANCY IN A REHABILITATION SCHOOL**

**THE DIRECTOR:**

**OFFICE OF THE SECRETARY OF CHILDREN SERVICES**

**P.O BOX 46205-00100: NAIROBI**

I HEREBY REQUEST FOR A VACANCY IN A REHABILITATION SCHOOL

### **DETAILS OF CHILD**

NAME

AGE

SEX

CRC NO.

PCR

OFFENCE

COURT NO.

MAGISTRATE/JUDGE

CHILD REMANDED AT

DATE OF NEXT MENTION:

REQUESTING OFFICER

DESIGNATION

STATION

POSTAL ADDRESS

TEL NO:

EMAIL ADDRESS

SIGNATURE OF OFFICER ..... DATE .....

SIGNATURE OF DPO/DCO ..... DATE .....

## RS Appendix 2: Confirmation of a Vacancy in a Rehabilitation School



### OFFICE OF THE SECRETARY OF CHILDREN SERVICES

Telegrams:” APPROVED.” Nairobi  
Telephone: Nairobi Ext:  
E-mail:  
Fax:

**OFFICE OF THE SECRETARY OF  
CHILDREN SERVICES  
HEADQUARTERS  
NSSF  
P.O. BOX 46205  
NAIROBI**

**REF: No** .....

**REF** .....

**Date** .....

**THE\_DCO/DPO**

**P. O BOX** .....

### **RE: COMMITTAL OF CHILDREN TO REHABILITATION SCHOOLS CONFIRMATION OF VACANCY**

(Registrar of the high court circular No. 49/69 dated 24th December 1982)

Please refer to your letter Rf. No. .... dated ..... which you applied for a vacancy in our schools for committal of a child named ..... aged ..... years case no ..... before the magistrate’s court .....

This is to confirm that there is a vacancy at ..... rehabilitation school for a period of ..... years.

Please inform the magistrate accordingly.

Effect a court order requiring the parent/ guardian of the above child to contribute Kshs—N/A— per month towards the child’s maintenance while in rehabilitation school.

**FOR: SECRETARY CHILDREN SERVICES.**

cc.

Manager,

..... Rehabilitation School,

P. O Box .....,

.....

**OFFICIAL STAMP**

## RS Appendix 3: Probation Officers Report



### PROBATION AND AFTER CARE SERVICE

#### PROBATION OFFICERS REPORT

Ref: PRO/MAK/POR/VOL. \_\_/ \_\_

**Case Details**

**Name:**

**Age:**

**Sub County:**

**Location:**

**Sub-location:**

**Village:**

**Tribe:**

**Residence:**

**ID No:**

**Court:**

**CR:**

**PCR No. :**

**Police Station:**

**Charge:**

**Particulars:**

**Mention Date:**

#### INTRODUCTION AND SOURCES OF INFORMATION

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

#### PREVIOUS CONVICTIONS

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

**FAMILY BACKGROUND**

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

**PERSONAL BACKGROUND**

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

**MARITAL/HEALTH STATUS**

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

**CIRCUMSTANCES OF THE OFFENCE**

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

**ATTITUDE TOWARDS THE OFFENCE**

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

**VICTIM'S SENTIMENTS**

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

**CONCLUSION AND RECOMMENDATION**

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

..... (name of probation officer)

Probation Officer

Date:

## RS Appendix 4: Children Officer's Report



### OFFICE OF THE SECRETARY OF CHILDREN SERVICES SOCIAL INQUIRY REPORT

Serial No ..... Date .....

Case referred by .....

Contact Address ..... Tel .....

#### **PERSONAL DETAILS OF THE CHILD**

Name of the child .....

Age .....

Sex .....

Nationality ..... Religion .....

Occupation .....

Level of education:

Class ..... Year ..... Name of School .....

Category of School ..... Formal or Non-Formal)

Hobbies .....

Type of Friends of the child .....

(Sources of Information, Relatives/teachers) .....

Mental/Physical Conditions .....

#### **HOME PARTICULARS OF THE CHILD**

County .....

Sub-county .....

Ward .....

Location .....

Sub-location .....

Village .....

Name of Chief .....

Name of Assistant Chief .....

Name of Village Elder .....

Nearest Church / Mosque .....

Nearest School .....

Nearest market .....

Nearest Police Station .....

**Name of Father (Guardian/foster parents)** .....

Age ..... Level of Education .....

Occupation ..... ID/No .....

Address ..... Tel .....

Name of Estate/Village .....

**Name of Mother** .....

Age ..... Level of Education .....

Occupation ..... ID/No .....

Address ..... Tel .....

Name of Estate/Village .....

**Other Siblings/Children**

<b>Name</b>	<b>Age</b>	<b>Sex</b>	<b>Class</b>	<b>Remarks</b>
1. ....	.....	.....	.....	.....
2. ....	.....	.....	.....	.....
3. ....	.....	.....	.....	.....
4. ....	.....	.....	.....	.....
5. ....	.....	.....	.....	.....

**CASE HISTORY OF THE CHILD**

Type of Case .....

Needs of the Child

.....

.....

Risk factors of the Child

.....

.....

**FAMILY BACKGROUND (Separated, Widowed, Economic status)**

.....

.....

.....

**ANY OTHER RECOMMENDATIONS AND COMMENTS BASED ON THE BEST INTEREST OF THE CHILD**

.....

.....

(CO, CPV, PO).....

Station.....

Post Office Address.....

Email address.....

Sign.....

## RS Appendix 5: Case Record Sheet

### CASE RECORD SHEET

Serial No ..... Date .....

Case referred by:

Contact Address ..... Tel .....

*CHILD  
PASSPORT  
PHOTOGRAPH*

### PERSONAL DETAILS OF THE CHILD

Name of the child .....

Age .....

Sex .....

Nationality ..... Religion .....

Occupation .....

Level of education:

Class ..... Year ..... Name of School .....

Category of School ..... (Formal or Non-Formal)

Hobbies .....

Type of Friends of the child .....

(Sources of Information, Relatives/teachers) .....

Mental/Physical conditions .....

### HOME PARTICULARS OF THE CHILD

County .....

Sub-county .....

Ward .....

Location .....

Sub-location .....

Village .....

Name of Chief .....

Name of Assistant Chief .....

Name of Village Elder .....

Nearest Church / Mosque .....

Nearest School .....

Nearest market .....

Nearest Police Station .....

**Name of Father (Guardian/foster parents)** .....

Age ..... Level of Education .....

Occupation ..... ID/No .....

Address ..... Tel .....

Name of Estate/Village .....

**Name of Mother** .....

Age ..... Level of Education .....

Occupation ..... ID/No .....

Address ..... Tel .....

Name of Estate/Village .....

**Other Siblings/Children**

<b>Name</b>	<b>Age</b>	<b>Sex</b>	<b>Class</b>	<b>Remarks</b>
1. ....	.....	.....	.....	.....
2. ....	.....	.....	.....	.....
3. ....	.....	.....	.....	.....
4. ....	.....	.....	.....	.....
5. ....	.....	.....	.....	.....

**CASE HISTORY OF THE CHILD**

Type of Case .....

Needs of the Child .....

.....

.....

Risk factors of the Child .....

.....

.....

**FAMILY BACKGROUND (Separated, Widowed, Economic status)**

.....

.....

.....

**ANY OTHER RECOMMENDATIONS AND COMMENTS BASED ON THE BEST INTEREST OF THE CHILD**

.....

.....

(CO, CPV, PO).....

Station.....

Post Office Address.....

Email address.....

Sign.....

## RS Appendix 6: Needs/Risk Assessment

### FIRST SCHEDULE NEEDS/RISK ASSESSMENT SCALE

Area 1	
<b>Prior or Current Offences/Dispositions</b>	✓
a. Three or more prior arrests	
b. Two or more prior findings of guilty	
c. Two or more failures to comply	
d. Prior DCO's supervision/Probation	
e. Prior custody	
Total	

Comment (including mitigating and aggravating factors)

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Source(s) of information:

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Strength	
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Area 2	
<b>Family Circumstances/Parenting</b>	✓
a. Inadequate supervision	
b. Difficulty in controlling behaviour	
c. Inappropriate discipline	
d. Inconsistent parenting	
e. Poor relations/father-child	
f. Poor relations/mother-child	
Total	

Comment:

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Source(s) of information:

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Strength	
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Area 3	
Education/Employment	✓
a. Disruptive classroom behaviour	
b. Disruptive behaviour on school property	
c. Low Achievement	
d. Problems with peers	
e. Problems with teachers	
f. Truancy	
g. Unemployed/not seeking employment	
Total	

Comment:

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Source(s) of Information:

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Strength	
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Area 4	
Peer Relations	✓
a. Some delinquent acquaintances	
b. Some delinquent friends	
c. No or few positive acquaintances	
d. Nor or few positive friends	
Total	

Comment:

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Source(s) of Information:

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Strength	
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Area 5	
Substance Abuse	✓
a. Occasional drug use	
b. Chronic drug use	
c. Chronic alcohol abuse	
d. Substance abuse interferes with life	
e. Substance abuse linked to the offence(s)	
Total	

Comment:

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Source(s) of Information:

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Strength	
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Area 6	
Leisure/Recreation	✓
a. Limited organized activities	
b. Could make better use of time	
c. No personal interests	
Total	

Comment:

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Source(s) of Information:

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Strength	
----------	--

Area 7	
Street Experience	✓
a. Away from home for more than one month	
b. Sleep on the street	
c. Changed name/age	
d. Scavenging	
e. Tattooing	
f. Identification with a base	
Total	

Comment:

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Source(s) of Information:

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Strength	
----------	--

Area 8	
Personality/Behaviour	✓
a. Inflated self-esteem	
b. Physically aggressive	
c. Tantrums	
d. Short attention span	
e. Poor frustration tolerance	
f. Inadequate guilt feelings	
g. Verbally aggressive, impudent	
Total	

Comment:

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Source(s) of Information:

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Strength	
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Area 9	
Attitudes/Orientation	✓
a. Antisocial/pro-criminal attitudes	
b. Not seeking help	
c. Actively rejecting help	
d. Defies Authority	
e. Callous, little concern for others	
Total	

Comments:

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Source(s) of Information:

---

Strength	
----------	--

**SECOND SCHEDULE  
SUMMARY OF NEEDS/RISK FACTORS**

Area	1	2	3	4	5	6	7	8	9	Total
Score										

## RS Appendix 7: Medical Form



### MEDICAL EXAMINATION FORM

*To be filled by qualified Medical Practitioner only*

Name .....  
Age ..... Sex .....

Height ..... Blood pressure .....  
Weight ..... Pulse Rate .....  
Any Physical Disability .....

#### **MEDICAL HISTORY:**

Any Current illness? List current medications if any.

.....  
.....

Any treatment for TB or exposure to a TB patient?

.....  
.....

Any history of mental illness in self or Family

.....  
.....

Any sleep problems YES / NO (if YES, Elaborate)

.....  
.....

Any history of seizures (YES/ NO) If yes, List current duration and current medications

.....  
.....

Any known allergy? If Yes, List

.....  
.....

#### **Physical Examination**

General Examination

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

Orientation (Time ..... Date ..... Place ..... Person .....

Speech.....

Visual Acuity ..... RE ..... LE .....

Head and Neck .....

ENT .....

Central Nervous system .....

Cardiovascular system .....

Respiratory system .....

GIT system .....

Musculoskeletal system.....

Reproductive system.....

Condition of the Skin .....

Any Dental condition? Yes/No

Urinalysis .....

Stool for O/C .....

VDRL Test .....

Pregnancy Test (where necessary)

COVID -19 Test (where necessary)

HIV Test (where indicated, need confidentiality and consent)

Consent .....

X-Ray Report (where indicated)

Any other medical observations or comments by the doctor

This is to certify that, I have this day examined the above-named person and noted the following:

Name of Medical Practitioner .....

Signature .....

Date ..... Official Rubber Stamp

## RS Appendix 8: Summary Assessment Report of Newly Admitted Child

### SUMMARY ASSESSMENT REPORT OF NEWLY ADMITTED CHILD

Date	Name of the institution	The DCO/DPO addressed
Name and age of child	Address to be released	Birthplace
Name and age of guardian	Relationship with guardian	Occupation of guardian
Committal date	Expiration date	Grounds of committal
Admission date	(In a criminal case) offence	
Description of problem behaviour (or crime)		
Need/Risk Assessment Score:		
Association with antisocial/problematic persons		
Mental State IQ= Personality		
Mental Disorder		
Physical State Height Weight Eyesight		
Hearing		
Physical challenge		
Any pre-existing illness		
Allergies		
Life Planning after Release (interest and aptitude)		

Situations of Family Members			
(Name )	(Age)	(Relationship)	(Occupation/School)
Life History (including education, problem behaviour, and occupation )			
(Date)	(Major life events)		
Summary of Problem Behaviour			
School Experience:			
Work Experience:			
Leisure Time & Friendship			
Substance Abuse			
List of Problem Behaviour:			
Brief Analysis on His/hers Problem Behaviour			
Health Condition:			
General Observation of the child Interview information (including any new and emerging issues vis-a-vis the POR/COR)			

## RS Appendix 9: Change in the Profile of a Child Under Environmental Adjustment

### CHANGE IN THE PROFILE OF THE CHILD UNDER ENVIRONMENTAL ADJUSTMENT

Date	Name of the institution	The DCO/DPO addressed
Name and age of child		
Former address where the child was to be released		
Name of and age of guardian		
Relationship with guardian		
Guardian's occupation		
New address where the child will be released		
Name of and age of guardian		
Relationship with guardian		
Guardian's occupation		
Expiration date		
Reason of Change		
Life planning (interest and aptitude)		
Mental and Physical states		
Other Changes		

## RS Appendix 10: Environmental Adjustment Report

### ENVIRONMENTAL ADJUSTMENT REPORT

Name of Child	Name of Institution
Age/Date of Birth      Years old	
Male/Female	Committal Date / /
	Expiration Date / /
Address to which the child will be released	Name of Children's Office/ Probation office in Charge of Address to be Released
<p>Family/guardians to whom the child will be released            (5) Name, address, relationship with the child, age, occupation</p>	
<p>(6) Whether or not the family/guardian is ready to accept the child?            e. Keen to accept ( )            f. Accept ( )            g. Not ready to accept, but with a possibility to accept ( )            h. Refuse to accept ( )</p> <p>Reasons:</p>	
<p>(7) Whether or not family/guardian will pick up the child from the institution upon release</p> <p>a. Will pick up ( )    b. Will not pick up ( )    c. Pending ( )            Reason for b) or C):            If not, how will the child reach home? :</p>	
<p>(8) When the parents will visit the institution to see the child (specific Dates preferable)</p>	
<p>(5) Home condition</p>	
<p>(6) Family dynamics</p>	
<p>(7) Means of livelihood</p>	
<p>(8) House conditions</p>	

<p>Relevant information about the family/guardians/other relatives  Do any of the relatives have any of the following?  a. Mental disease, b. Deviant personality, c. Alcohol and drug addiction,  e. Criminal, f. Others  If applicable, describe the name, relationship with the child, other information.</p>
<p>Community environment</p>
<p>Community attitude toward the child/family</p>
<p>Compensation to victims/victim's views regarding the child (victim impact statement)</p>
<p>Lifestyle &amp; friends/associations before the child was committed to the institution</p>
<p>Motivation /causes of delinquency (criminogenic needs) as per parents' /guardians' views</p>
<p>Conditions after release that DCO/DPO suggest</p>
<p>Prospects for education or employment after the child is released</p>
<p>Remarks of CO/PO  (4) What problems should be dealt with for environmental adjustment?</p>
<p>(5) What adjustment practices have been enforced to address the problem?</p>

<p>(6) What problems remain unresolved? What is the course of action? How long do you estimate it take to accomplish the adjustment?</p>	
<p>Feedback from CO/PO to the institution</p> <p>(3) What issues should be dealt with at the institution to enable environmental adjustment to be effective?</p>	
<p>(4) What interventions have been achieved to address these issues?</p>	
<p>If other appropriate persons are available, describe their particulars (name, relationship with the child, occupation, reason why the person is appropriate)</p>	
<p>Other relevant/useful information</p>	
<p>Remarks of DCO/DPO</p> <p>(3) Whether or not the current environment is appropriate for the child to be released?  a. Appropriate ( )    b. Not Appropriate ( )    C. Pending ( )</p> <p>(4) Other Remarks</p>	
CO/PO	Date Name Tel Physical Address Email

## RS Appendix 11: Progress Report

### PROGRESS REPORT

Date	Name of the institution	The DCO/DPO addressed
Name and age of child	Address to be released to	Birthplace
Name and age of guardian	Relationship with guardian	Occupation of guardian
Committal date	Expiration date	Grounds of committal
Admission date	(In a criminal case) offence	
<p>Goals of Individual Treatment Plan:</p> <ol style="list-style-type: none"> <li>1.</li> <li>2.</li> <li>3.</li> </ol>		
<p>Description concerning concrete attainments and changes in behaviour and attitudes at the institution</p> <ol style="list-style-type: none"> <li>1.</li> <li>2.</li> <li>3.</li> </ol>		
<p>Remaining tasks to be accomplished during the stay at the Institution</p> <p>Comments and Requests to the DCO/DPO</p> <p>Signature</p>		

## RS Appendix 12: Family Conference Form

### FAMILY CONFERENCE FORM

NAME OF CHILD.....

FAMILY CONFERENCE HELD AT.....ON.....

	NAMES OF PARTICIPANTS	RELATION TO THE CHILD(e.g. father, uncle, teacher, C.O, chief, social worker, pastor.....)	CONTACT DETAILS (Address/telephone)
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			

#### Underlying Issues

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#### Presenting Issues

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**b) CHILD’S PROMISE OF COMMITMENT**

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.....

Child’s Name:

.....

**NAMES OF FAMILY MEMBERS**

**SIGNATURE**

17. ....	.....
18. ....	.....
19. ....	.....
20. ....	.....
21. ....	.....
22. ....	.....
23. ....	.....
24. ....	.....

**NAMES OF SIGNIFICANT OTHERS e.g., Social Worker, Counsellor, Chief, Pastor etc.**

11. ....	.....
12. ....	.....
13. ....	.....
14. ....	.....
15. ....	.....

**OFFICER(S) HANDLING THE CASE**

1. ....	.....
2. ....	.....
3. ....	.....

**FAMILY CONFERENCE SCHEDULE**

Follow-up meeting to be held at .....

Date .....

Name of family contact person .....

Contact details .....

## RS Appendix 13: Notice of Transfer of Child

### NOTICE OF TRANSFER OF CHILD

To: Sub-county Children's Officer/Sub-county Probation Officer

From: Manager of Rehabilitation School

I notify you of the transfer of the Child as follows:

1. Name of the Child
2. Age and birth date of the Child
3. Date when the Profile of Newly Admitted Child was sent
4. Rehabilitation School or Borstal Institution where the Child was sent
5. Date of transfer

## RS Appendix 14: Confirmation Slip



### OFFICE OF THE SECRETARY OF CHILDREN SERVICES

Telegrams:.....  
Mobile No.0790-544-039  
Telephone Nairobi 020-8160118  
When replying please quote

GETATHURU NATIONAL  
RECEPTION, ASSESSMENT AND  
CLASSIFICATION CENTRE  
P.O. BOX 00604 – 23051  
LOWER KABETE

Ref. No .....

DATE ..... 20.....

**Principal magistrate,  
Senior Resident Magistrate,**

.....  
.....

### CONFIRMATION OF ADMISSION

NAME .....

C & P / CRIMINAL CASE No .....

I hereby confirm that for any further correspondence relating to the above-named individual,  
admission number ..... should be quoted.

Yours faithfully,

.....

For Manager

**Getathuru National Reception, Assessment & Classification Centre**

## FIFTH SCHEDULE

BORSTAL INSTITUTIONS  
AND KAMITI YOUTH AND  
CORRECTIVE TRAINING  
CENTRE

**BI & YCTC Appendix 1: Application for a Vacancy in a Borstal Institution/YCTC**

**APPLICATION FOR A VACANCY IN A BORSTAL INSTITUTION/YCTC**  
**THE SUPERINTENDENT**  
**BORSTAL/YCTC INSTITUTION**  
**P. O. BOX**

**I HEREBY REQUEST FOR A VACANCY IN YOUR INSTITUTION**

**DETAILS OF CHILD/THE YOUNG OFFENDER**

Name

Age

Sex

CRC no. Court no. PCR

Offence

Magistrate/Judge:

Child remanded at

Date of next mention:

Reason for committal:

Requesting officer

Designation

Station

Postal address

Tel no:

Email address

Signature of officer ..... Date .....

Signature of DPO ..... Date .....

## BI & YCTC Appendix 2: Probation Officers Report



### PROBATION AND AFTER CARE SERVICE PROBATION OFFICER'S REPORT

Ref: PRO/MAK/POR/VOL. \_\_/ \_\_

#### Case Details

Name:

Age:

Sub County:

Location:

Sub-location:

Village:

Tribe:

Residence:

ID No:

Court:

CR:

PCR No. :

Police Station:

Charge:

Particulars:

Mention Date:

#### INTRODUCTION AND SOURCES OF INFORMATION

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#### PREVIOUS CONVICTIONS

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**FAMILY BACKGROUND**

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**PERSONAL BACKGROUND**

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**MARITAL/HEALTH STATUS**

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

**CIRCUMSTANCES OF THE OFFENCE**

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

**ATTITUDE TOWARDS THE OFFENCE**

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

**VICTIM'S SENTIMENTS**

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

**CONCLUSION AND RECOMMENDATION**

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

..... (name of probation officer)

Probation Officer

**Date:**

## BI & YCTC Appendix 3: Children's Officer's Report

### OFFICE OF THE SECRETARY OF CHILDREN SERVICES SOCIAL INQUIRY REPORT

Serial No ..... Date .....

Case referred by: .....

Contact Address ..... Tel .....

#### **PERSONAL DETAILS OF THE CHILD**

Name of the child .....

Age .....

Sex .....

Nationality ..... Religion .....

Occupation .....

Level of education:

Class ..... Year ..... Name of School .....

Category of School ..... (Formal or Non-Formal)

Hobbies .....

Type of Friends of the child .....

(Sources of Information, Relatives/teachers) .....

Mental/Physical conditions .....

#### **HOME PARTICULARS OF THE CHILD**

County .....

Sub-county .....

Ward .....

Location .....

Sub-location .....

Village .....

Name of Chief .....

Name of Assistant Chief .....

Name of Village Elder .....

Nearest Church / Mosque .....

Nearest School .....

Nearest market .....

Nearest Police Station .....

**Name of Father (Guardian/foster parent)** .....

Age ..... Level of Education .....

Occupation ..... ID/No .....

Address ..... Tel .....

Name of Estate/Village .....

**Name of Mother (Guardian/Foster Parent)** .....

Age ..... Level of Education .....

Occupation ..... ID/No .....

Address ..... Tel .....

Name of Estate/Village .....

**Other Siblings/Children**

<b>Name</b>	<b>Age</b>	<b>Sex</b>	<b>Class</b>	<b>Remarks</b>
1. ....	.....	.....	.....	.....
2. ....	.....	.....	.....	.....
3. ....	.....	.....	.....	.....
4. ....	.....	.....	.....	.....
5. ....	.....	.....	.....	.....

**CASE HISTORY OF THE CHILD**

Type of Case .....

Needs of the Child .....

Risk factors of the Child .....

**FAMILY BACKGROUND (Separated, Widowed, Economic status)**

**ANY OTHER RECOMMENDATIONS AND COMMENTS BASED ON THE BEST INTEREST OF THE CHILD**

(CO, CPV, PO).....

Station.....

Post Office Address.....

Email address.....

Sign.....

## BI & YCTC Appendix 4: Risk and Needs Assessment Tool

### FIRST SCHEDULE NEEDS/RISK ASSESSMENT SCALE

Area 1	
<b>Prior or Current Offences/Dispositions</b>	✓
a. Three or more prior arrests	
b. Two or more prior findings of guilty	
c. Two or more failures to comply	
d. Prior DCO's supervision/Probation	
e. Prior custody	
Total	

Comment (including mitigating and aggravating factors)

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Source(s) of information:

Strength	
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Area 2	
<b>Family Circumstances/Parenting</b>	✓
a. Inadequate supervision	
b. Difficulty in controlling behaviour	
c. Inappropriate discipline	
d. Inconsistent parenting	
e. Poor relations/father-child	
f. Poor relations/mother-child	
Total	

Comment:

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Source(s) of information:

Strength	
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Area 3	
<b>Education/Employment</b>	✓
a. Disruptive classroom behaviour	
b. Disruptive behaviour on school property	
c. Low Achievement	
d. Problems with peers	
e. Problems with teachers	
f. Truancy	
g. Unemployed/not seeking employment	
Total	

Comment:

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Source(s) of Information:

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Strength	
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Area 4	
<b>Peer Relations</b>	✓
a. Some delinquent acquaintances	
b. Some delinquent friends	
c. No or few positive acquaintances	
d. Nor or few positive friends	
Total	

Comment:

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Source(s) of Information:

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Strength	
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Area 5	
<b>Substance Abuse</b>	✓
a. Occasional drug use	
b. Chronic drug use	
c. Chronic alcohol abuse	
d. Substance abuse interferes with life	
e. Substance abuse linked to the offence(s)	
Total	

Comment:

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Source(s) of Information:

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Strength	
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Area 6	
<b>Leisure/Recreation</b>	✓
a. Limited organized activities	
b. Could make better use of time	
c. No personal interests	
Total	

Comment:

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Source(s) of Information:

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Strength	
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Area 7	
<b>Street Experience</b>	✓
a. Away from home for more than one month	
b. Sleep on the street	
c. Changed name/age	
d. Scavenging	
e. Tattooing	
f. Identification with a base	
Total	

Comment:

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Source(s) of Information:

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Strength	
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Area 8	
<b>Personality/Behaviour</b>	✓
a. Inflated self-esteem	
b. Physically aggressive	
c. Tantrums	
d. Short attention span	
e. Poor frustration tolerance	
f. Inadequate guilt feelings	
g. Verbally aggressive, impudent	
Total	

Comment:

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Source(s) of Information:

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Strength	
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Area 9	
<b>Attitudes/Orientation</b>	✓
a. Antisocial/pro-criminal attitudes	
b. Not seeking help	
c. Actively rejecting help	
d. Defies Authority	
e. Callous, little concern for others	
Total	

Comments:

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Source(s) of Information:

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Strength	
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**SECOND SCHEDULE  
SUMMARY OF NEEDS/RISK FACTORS**

Area	1	2	3	4	5	6	7	8	9	Total
Score										

## BI& YCTC Appendix 5: Medical Form



### MEDICAL EXAMINATION FORM

*To be filled by qualified Medical Practitioner only*

Name .....

Age ..... Sex .....

Height ..... Blood pressure .....

Weight ..... Pulse Rate .....

Any Physical Disability .....

#### **MEDICAL HISTORY:**

Any Current illness? List current medications if any.

.....

.....

.....

Any treatment for TB or exposure to a TB patient?

.....

Any history of mental illness in self or Family

.....

.....

Any sleep problems YES / NO (if YES, Elaborate)

.....

.....

Any history of seizures (YES/ NO) If yes, List current duration and current medications

.....

.....

.....

Any known allergy? If Yes, List

.....

.....

.....

**Physical Examination**

General Examination

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

Orientation (Time ..... Date ..... Place ..... Person .....)

Speech .....

Visual Acuity ..... RE ..... LE .....

Head and Neck .....

ENT .....

Central Nervous system .....

Cardiovascular system .....

Respiratory system .....

GIT system .....

Musculoskeletal system .....

Reproductive system .....

Condition of the Skin .....

Any Dental condition? Yes/No

Urinalysis .....

Stool for O/C .....

VDRL Test .....

Pregnancy Test (where necessary)

COVID -19 Test (where necessary)

HIV Test (where indicated, need confidentiality and consent)

Consent .....

X-Ray Report (where indicated)

Any other medical observations or comments by the doctor

This is to certify that, I have this day examined the above-named person and noted the following:

Name of Medical Practitioner .....

Signature .....

Date ..... Official Rubber Stamp

## **BI & YCTC Appendix 6: Initial/Committal Report to a Borstal Institution/YCTC**

### **PROBATION/CHILDREN OFFICER'S INITIAL REPORT**

TO: THE SUPERINTENDENT,  
BORSTAL INSTITUTION/YCTC

#### **PART I**

##### **(A) PARTICULARS OF OFFENDER**

- 1) Full name:
- 2) Sex:
- 3) Age:
- 4) Religion:
- 5) Address:
- 6) Home Sub-county particulars:
  
- 7) Education: School attended:
- 8) Level attained:
- 9) History of employment and training (if any)
  
- 10) Main interest of youthful offender(hobbies)
  
- 11) Offences (background and circumstances required)
  
- 12) Attitude towards the offence:
  
- 13) Previous offences:

#### **PART II**

##### **(B) Particulars of parents and/or next of kin and near relatives of the offender**

Full name :( parents or next of kin)

Address:

Telephone no:

Nearest school:

Employment:

Means of support:

Conditions of home:

Names and addresses of other near relatives:

**(C) PART III**

**Brief particulars of the close associations of the offender**

Description of offender's associations:

**(D) Recommendations**

Recommendation for rehabilitation:

**(E) Particulars of the Placement Officer/Office**

Placement officer's name:

Postal address:

Tel/Mobile no.

Email:

**Officer in Charge of Probation Station:**

**Post Office Address:**

**Tel: / Mobile:**

**Sub-county Probation Officer's Signature:**

**DATE**

## BI & YCTC Appendix 7: Initial Progress Report

### PROGRESS REPORT

Date	Name of the institution	The DPO/DCO addressed
Name and age of child	Address to be released to	Birthplace
Name and age of guardian	Relationship with guardian	Occupation of guardian
Committal date	Expiration date	Grounds of committal
Admission date	(In a criminal case) offence	
<p>Goals of Individual Treatment Plan:</p> <ol style="list-style-type: none"> <li>1.</li> <li>2.</li> <li>3.</li> </ol>		
<p>Description Concerning Concrete Attainments and Changes in Behaviour and Attitudes at the Institutions</p> <ol style="list-style-type: none"> <li>1.</li> <li>2.</li> <li>3.</li> </ol>		
<p>Remaining Tasks to be Accomplished during the Stay at the Institution</p> <p>Comments and Requests to the DPO/DCO</p> <p>Signature</p>		

## BI & YCTC Appendix 8: Change in the Profile of a Child Under Environmental Adjustment

### CHANGE IN THE PROFILE OF A CHILD UNDER ENVIRONMENTAL ADJUSTMENT

Date	Name of the Institution	The DPO/DCO addressed
Name and age of Child		
Former address where the child was to be released		
----- Name of and age of guardian		
----- Relationship with guardian		
----- Job of guardian		
New address where the child will be released		
----- Name of and age of guardian		
----- Relationship with guardian		
----- Job of guardian		
Expiration date		
Reason of Change		
Life planning (interest and aptitude)		
Mental and Physical states		
Other Changes		

## BI & YCTC Appendix 9: Environmental Adjustment Report

### ENVIRONMENTAL ADJUSTMENT REPORT

Name of Child	Name of Institution
Age/Date of Birth Years old	
Male/Female	Committal Date / /
	Expiration Date / /
<b>Address to which the child will be released</b>	<b>Name of probation Officer in Charge of address to be released to</b>
<p><b>Family/Guardians to where the child will be released</b>            (1) Name, address, relationship with the child, Age, Occupation</p>	
<p>(2) Whether or Not the Family/Guardian is ready to accept the Child?</p> <p>a) Keen to Accept ( )            b) Accept ( )            c) Not Ready to Accept, but There is a Possibility to Accept ( )            d) Refuse to Accept ( )</p> <p>Reasons:</p>	
<p>(3) Whether or Not to come to the institution when the child will be released            a) Come to the Institution ( )    b. Not Come ( )    c. Pending ( )            Reason for b) or c):            If not, how will the child reach home? :</p>	
<p>(4) When the parents will visit the institution to see the child (specific Dates preferable)</p>	
<p>(5) Home condition</p>	
<p>(6) Family Dynamics</p>	
<p>(7) Means of Livelihood</p>	
<p>(8) House Conditions</p>	

<p><b>Relevant Information about Family/Guardians/Other Relatives</b>  Do any of the relatives have any of the following?  a. Mental disease, b. Deviant personality, c. Alcohol and drug addiction,  d. Criminal, e. Others</p> <p>If applicable, describe the name, relationship with the child, other information.</p>
Community Environment
Community attitude toward the child/family
Compensation to victim/victim's views against the child (victim impact statement)
Lifestyle & friend/association before the child was committed to the institution
Motivation /causes of delinquency (criminogenic needs) in the view of parents /guardians
Conditions after release that DCO/DPO suggest
Prospect to education or employment after the child is Released
<p><b>Remarks of PO</b>  (1) What problems should be dealt with for environmental adjustment?</p> <hr/> <p>(2) What adjustment practices have been done for the problem?</p>

<p>(3) What problems remain unresolved? What is the course of action? How long do you estimate it take to accomplish the adjustment?</p>	
<p><b>Feedback from PO to the Institution</b></p> <p>(1) What issues should be dealt with at the institution to enable environmental adjustment to be effective?</p>	
<p>(2) What interventions have been achieved to address these issues?</p>	
<p>If another appropriate person is available, describe his/her particulars (name, relationship with the child, occupation, reason why the person is appropriate)</p>	
<p>Other Relevant/Useful Information</p>	
<p><b>Remarks of DPO</b></p> <p>(1) Whether or not the current environment is appropriate for the child to be released?  a. Appropriate ( )    b. Not Appropriate ( )    C. Pending ( )  Other Remarks</p>	
<p>PO</p>	<p>Date  Name  Tel  Physical Address  Email</p>

## BI & YCTC Appendix 10: Family Conference Form

### FAMILY CONFERENCE FORM

NAME OF CHILD .....

FAMILY CONFERENCE HELD AT ..... ON .....

	NAMES OF PARTICIPANTS	RELATION TO THE CHILD(e.g. father, uncle, teacher, C.O, chief, social worker, pastor.....)	CONTACT DETAILS (Address/telephone)
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			

Underlying Issues

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

Presenting Issues

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

Consensus on the way forward between the child and family members/ guardians

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



Child's Name:

.....

**NAMES OF FAMILY MEMBERS**

**SIGNATURE**

- |         |       |
|---------|-------|
| 1. .... | ..... |
| 2. .... | ..... |
| 3. .... | ..... |
| 4. .... | ..... |
| 5. .... | ..... |
| 6. .... | ..... |
| 7. .... | ..... |
| 8. .... | ..... |

**NAMES OF SIGNIFICANT OTHERS e.g., Social Worker, Counsellor, Chief, Pastor etc.**

- |         |       |
|---------|-------|
| 1. .... | ..... |
| 2. .... | ..... |
| 3. .... | ..... |
| 4. .... | ..... |
| 5. .... | ..... |

**OFFICER(S) HANDLING THE CASE**

- |         |       |
|---------|-------|
| 1. .... | ..... |
| 2. .... | ..... |
| 3. .... | ..... |

**FAMILY CONFERENCE SCHEDULE**

Follow-up meeting to be held at .....

Date .....

Name of family contact person .....

Contact details .....

## BI & YCTC Appendix 11: Final Progress Report

### FINAL PROGRESS REPORT

Date	Name of the Institution	The DPO/DCO addressed
Name and age of Child	Address to be released to	Birthplace
Name and age of Guardian	Relationship with guardian	Occupation of guardian
Committal date	Expiration date	Grounds of committal
Admission date	(In a criminal case) offence	
Goals of Individual Treatment Plan:		
1.		
2.		
3.		
Description Concerning Concrete Attainments and Changes in Behaviour and Attitudes at the Institutions		
1.		
2.		
3.		
Remaining Tasks to be Accomplished during the Stay at the Institution		
Comments and Requests to the SCPO/SCCO		
Signature		

## BI & YCTC Appendix 12: Final Home Report

### REPUBLIC OF KENYA

#### PROBATION SERVICE FINAL HOME/PRE-RELEASE REPORT

Ref. No. NYM/2012/8/104		
<b>SENTENCE DETAILS</b>		
Name	Sex	Age
Inmate No.	Court of Origin	
Referring Agency	Sentence Period	
Institution Name	Start Date	
Skills Learnt	End Date	
Recommendation(Institution Supervisor)		
Source of Information		
<b>PERSONAL DETAILS</b>		
ID/NO.	Marital Status	Education
Occupation	Tel.	Religion
Disability		
<b>BACKGROUND INFORMATION</b>		
Father	Mother	Spouse
Dependants		
Siblings		
Family Type	Guardian	Contact Person
Sub-county	Town	Landmark
Ward	Estate	Nearest Shop
Location/Chief		
Sub-location/Ass. Chief		
Village/Village Elder	Nearest Market	
Nearest School	Prominent Person	

<b>OTHER DETAILS</b>		
Conduct/Character		
Health Status		
Drug & Substance Abuse		
Home Environment		Economic Means
Community Ties		Leisure
Employment		Social Status
<b>VICTIM DETAILS</b>		
Name	ID No.	Sex
Relationship		DOB
Victim Attitude		
Family Attitude		
Community Attitude		
<b>CONCLUSION</b>		
Immediate Needs		
Intervention Strategy		
Summary		
Recommendation		
Author		
Date	Signature	

## BI & YCTC Appendix 13: Discharge Summary Form

### DISCHARGE SUMMARY FORM

#### 1. PERSONAL DETAILS:

Number & Name:

Home Sub-county:

Age:

Duration:

Present Offence:

Name of Parents:

Occupation:

Present Address:

#### 2. TRAINING:

Formal

Informal

Level of Education:

Instructors Report:

Date of Final Exams:

#### 3. DISCIPLINE AND CONDUCT:

Offence against Borstal/YCTC:

Catechist Report:

Social welfare officer Assessment:

#### 4. CURRENT FINAL HOME REPORT:

#### 5. MEDICAL OFFICERS:

#### 6. PREVIOUS BOARD OF VISITORS (B.O.V)/ DISCHARGE COMMITTEE DECISION:

#### 7. SUPERINTENDENT I/C /OFFICER IN CHARGE REMARKS:

#### 8. BOARD OF VISITORS/ DISCHARGE COMMITTEE DECISION

## SIXTH SCHEDULE

# PROBATION HOSTELS

## PH Appendix 1: Probation Hostel Vacancy Application Form

THE MANAGER, .....  
PROBATION HOSTEL  
P.O BOX .....

Ref. No:

I HEREBY REQUEST FOR A VACANCY IN A PROBATION HOSTEL

### DETAILS OF OFFENDER

NAME .....

AGE ..... SEX ..... CRC NO: .....

COURT ..... PCR .....

OFFENCE .....

PREVIOUS CONDUCT

.....

.....

.....

.....

.....

.....

MAGISTRATE/JUDGE: .....

REMANDED AT: .....

DATE OF NEXT MENTION: .....

REASON FOR COMMITTAL:

.....

.....

.....

.....

.....

REQUESTING OFFICER: .....

DESIGNATION: .....

STATION: .....

POSTAL ADDRESS: .....

TEL NO: .....

EMAIL ADDRESS: .....

SIGNATURE OF PROBATION OFFICER

.....

SIGNATURE OF OFFICER IN CHARGE:

.....

## PH Appendix 2: Hostel Vacancy Confirmation Form

### PROBATION AND AFTER CARE SERVICE

Telegrams: "Home" Nairobi

Telephone:

Fax:

Email: .....

Probation & Aftercare Services

Probation Hostel

P. O. Box .....

When replying please quote:

Ref: ..... Date: .....

The Sub-County Probation Officer

P. O. Box .....

#### **RE: CONFIRMATION OF VACANCY.**

Please refer to your application Ref. No ..... dated ..... which  
you applied for a vacancy in our Hostel i.r.o ..... aged ..... years

Cr. case no ..... before the ..... Magistrate's Court No  
..... The vacancy is confirmed/not confirmed at ..... Hostel.

Reason for not confirming .....

Manager,

Probation Hostel

## PH Appendix 3: Probation Officers Report

### PROBATION AND AFTER CARE SERVICE PROBATION OFFICERS REPORT

Ref: PRO/MAK/POR/VOL. \_\_/ \_\_

#### Case Details

Name:

Court:

Age:

CR:

Sub County:

PCR No. :

Location:

Police Station:

Sub-location:

Village:

Tribe:

Residence:

ID No:

Charge:

Particulars:

Mention Date:

#### INTRODUCTION AND SOURCES OF INFORMATION

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

#### PREVIOUS CONVICTIONS

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

#### FAMILY BACKGROUND

.....  
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#### PERSONAL BACKGROUND

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MARITAL/HEALTH STATUS

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CIRCUMSTANCES OF THE OFFENCE

.....  
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.....

ATTITUDE TOWARDS THE OFFENCE

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

VICTIM'S SENTIMENTS

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

CONCLUSION AND RECOMMENDATION

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

..... (name of probation officer)

Probation Officer

**Date:**

## PH Appendix 4: Individual Treatment Plan for Children

Name:

Age

Offence

Period on Probation:

From: To:

Date of admission to hostel

Needs/Risk Factors & other presenting behaviour problems	Goal(s) of treatment/rehabilitation	Objectives	Interventions	Timelines	AACT Actors

## PH Appendix 5: Risk/Needs Assessment<sup>95</sup>

Area 1	
<b>Prior or Current Offences/Dispositions</b>	✓
a. Three or more prior arrests	
b. Two or more prior findings of guilty	
c. Two or more failure to comply	
d. Prior DCO's supervision/Probation	
e. Prior custody	
Total	

Comment (including mitigating and aggravating factors)

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Source(s) of information:

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Strength	
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Area 2	
<b>Family Circumstances/Parenting</b>	✓
a. Inadequate supervision	
b. Difficulty in controlling behaviour	
c. Inappropriate discipline	
d. Inconsistent parenting	
e. Poor relations/father-child	
f. Poor relations/mother-child	
Total	

Comment:

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Source(s) of information:

---

Strength	
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95 Hoge, Andrews & Leschied, 2002

Area 3	
<b>Education/Employment</b>	✓
a. Disruptive classroom behaviour	
b. Disruptive behaviour on school property	
c. Low Achievement	
d. Problems with peers	
e. Problems with teachers	
f. Truancy	
g. Unemployed/not seeking employment	
Total	

Comment:

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Source(s) of Information:

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Strength	
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Area 4	
<b>Peer Relations</b>	✓
a. Some delinquent acquaintances	
b. Some delinquent friends	
c. No or few positive acquaintances	
d. Nor or few positive friends	
Total	

Comment:

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Source(s) of Information:

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Strength	
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Area 5	
<b>Substance Abuse</b>	✓
a. Occasional drug use	
b. Chronic drug use	
c. Chronic alcohol abuse	
d. Substance abuse interferes with life	
e. Substance abuse linked to offence(s)	
Total	

Comment:

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Source(s) of Information:

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Strength	
----------	--

Area 6	
<b>Leisure/Recreation</b>	✓
a. Limited organized activities	
b. Could make better use of time	
c. No personal interests	
Total	

Comment:

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Source(s) of Information:

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Strength	
Strength	

Area 8	
<b>Personality/Behaviour</b>	✓
a. Inflated self-esteem	
b. Physically aggressive	
c. Tantrums	
d. Short attention span	
e. Poor frustration tolerance	
f. Inadequate guilt feelings	
g. Verbally aggressive, impudent	
Total	

Comment:

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Source(s) of Information:

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Strength	
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Area 8	
<b>Attitudes/Orientation</b>	✓
a. Antisocial/pro-criminal attitudes	
b. Not seeking help	
c. Actively rejecting help	
d. Defies Authority	
e. Callous, little concern for others	
Total	

Comments:

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Source(s) of Information:

---

Strength	
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**SECOND SCHEDULE  
SUMMARY OF NEEDS/RISK FACTORS**

Area	1	2	3	4	5	6	7	8	9	Total
Score										

Appendix F

## PH Appendix 6: Probation Hostel Admission Form

### PROBATION HOSTEL ADMISSION FORM

#### PART A: TO BE FILLED BY SUPERVISING PROBATION OFFICER

Names of client (as appears in court file) .....

Age .....

Station ..... County ..... Sub-county .....

Location ..... (Village and street

Nearest shopping/market/centre/school .....

Next of Kin .....

Next of Kin Tel .....

Court .....

Court file No .....

Offence .....

Serial No .....

Date Vacancy Confirmed .....

Committal Date .....

Committal period .....

Initial assessment of problem/need: .....

.....

.....

Client Special needs:

.....

.....

Medical report:

.....

.....

Initial intervention:

.....

.....

Risk Categorization (high/medium/low) .....

#### **Declaration by Probation Officer and Client:**

I have agreed to briefly reside at ..... probation hostel for the period stated by the court & understand the rules and regulations regarding probation hostels as explained to me

Name (Client) ..... Sign ..... Date .....

Name (Probation Officer) ..... Sign ..... Date .....

**PART B: TO BE FILLED BY PROBATION OFFICER IN CHARGE OF STATION**

Remarks by the probation officer in charge of station (Mandatory) .....

.....

.....

.....

Name (DPO) ..... Sign ..... Date .....

**PART C: TO BE FILLED BY HOSTEL MANAGER, ESCORTING OFFICER AND CLIENT DURING ADMISSION**

Date Vacancy Requested ..... Date .....

Vacancy Confirmed .....

Date Client Admitted .....

Committal Period .....

Name of accompanying officer .....

Confirmation of arrival and submission of all required documents and fulfilment of conditions:

- a) Probation officers report [    ]
- b) Medical report [    ]
- c) Missing documents .....

Name  
(Probation Officer) ..... Sign ..... Date .....

Name  
(Hostel Manager) ..... Sign ..... Date .....

Name (Client) ..... Sign ..... Date .....

**PART D: TO BE FILLED BY HOSTEL MANAGER AND CLIENT DURING RELEASE**

Duration of residence .....

Date released .....

Variations to original order .....

Date of variation ..... court .....

Institution intervention including skills, training and education offered to the client

.....

.....

.....

.....

Release assessment (including mention of any special needs):

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

Required home intervention by field officers:

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

Client’s comments:

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

Release signing

Name (Hostel Manager) ..... Sign .....

Date ..... Time .....

Name (Client) .....



## PH Appendix 7: Medical Examination Form

### MEDICAL EXAMINATION FORM

*To be filled by qualified Medical Practitioner only*

Name .....

Age ..... Sex .....

Height ..... Blood pressure .....

Weight ..... Pulse Rate .....

Any Physical Disability .....

#### **MEDICAL HISTORY:**

Any Current illness? List current medications if any.

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

Any treatment for TB or exposure to a TB patient?

.....  
.....

Any history of mental illness in self or Family .....

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

Any sleep problems YES / NO (if YES, Elaborate)

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

Any history of seizures (YES/ NO) If yes, List current duration and current medications .....

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

Any known allergy? If Yes, List

.....  
.....

#### **Physical Examination**

General Examination

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

Orientation (Time ..... Date ..... Place ..... Person .....)  
Speech .....  
Visual Acuity ..... RE ..... LE .....  
Head and Neck .....  
ENT .....  
Central Nervous system .....  
Cardiovascular system .....  
Respiratory system .....  
GIT system .....  
Musculoskeletal system .....  
Reproductive system .....  
Condition of the Skin .....  
Any Dental condition? Yes/No

Urinalysis .....  
Stool for O/C .....  
VDRL Test .....  
Pregnancy Test (where necessary)

COVID -19 Test (where necessary)

HIV Test (where indicated, need confidentiality and consent)

Consent .....

X-Ray Report (where indicated)

Any other medical observations or comments by the doctor

This is to certify that, I have this day examined the above-named person and noted the following:

Name of Medical Practitioner .....

Signature .....

Date ..... Official Rubber Stamp

## PH Appendix 8: Confirmation Slip

### PROBATION AND AFTER CARE SERVICE

Telegrams: "Home" Nairobi

Telephone: .....

P. O. Box .....

Email .....

When replying please quote:

Ref: .....

Date:

**The Sub-county Probation Officer**

**P. O. Box** .....

.....

### RE: CONFIRMATION OF ADMISSION

This is to confirm that ..... Serial No .....  
has today been admitted to ..... Hostel having been  
escorted by .....

The Manager

..... Probation Hostel

## PH Appendix 9: Summary Assessment Report

### SUMMARY ASSESSMENT REPORT OF NEWLY ADMITTED PROBATIONER

Date	Name of the institution	The Officer in charge address
Name and age of probationer	Address to be released	Birthplace
Name and age of guardian	Relationship with guardian	Occupation of guardian
Committal date	Expiration date	Grounds of committal
Admission date	Offence	
Description of problem behaviour (or crime)		
Need/Risk Assessment Score:		
Association with antisocial/problematic persons		
Mental State		
Personality		
Mental Disorder		
Physical State		
Height Weight Eyesight		
Hearing		
Physical challenge		
Any pre-existing illness		
Allergies		
Life planning after release (interest and aptitude)		

Situations of Family Members			
(Name)	(Age)	(Relationship)	(Occupation)
Life History (including education, problem behaviour, and occupation )			
(Date)	(Major life events)		
Summary of Problem Behaviour			
School Experience:			
Work Experience:			
Leisure Time & Friendship			
Substance Abuse			
List of Problem Behaviour:			
Brief Analysis on His/hers Problem Behaviour:			
Health Condition:			
General Observation of the probationer. Interview information (including any new and emerging issues visa vis the POR)			

## PH Appendix 10

### FAMILY CONFERENCE FORM

NAME OF PROBATIONER .....

FAMILY CONFERENCE HELD AT ..... ON .....

	NAMES OF PARTICIPANTS	RELATION TO THE PROBATIONER (e.g. father, uncle, teacher, C.O, chief, social worker, pastor.....)	CONTACT DETAILS (Address/telephone)
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			

Underlying Issues

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

Presenting Issues

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

Consensus on the way forward between the probationer and family members/ guardians

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



Child's Name:

.....

**NAMES OF FAMILY MEMBERS**

**SIGNATURE**

- |         |       |
|---------|-------|
| 1. .... | ..... |
| 2. .... | ..... |
| 3. .... | ..... |
| 4. .... | ..... |
| 5. .... | ..... |
| 6. .... | ..... |
| 7. .... | ..... |
| 8. .... | ..... |

**NAMES OF SIGNIFICANT OTHERS e.g., Social Worker, Counsellor, Chief, Pastor etc.**

- |         |       |
|---------|-------|
| 1. .... | ..... |
| 2. .... | ..... |
| 3. .... | ..... |
| 4. .... | ..... |
| 5. .... | ..... |

**OFFICER(S) HANDLING THE CASE**

- |         |       |
|---------|-------|
| 1. .... | ..... |
| 2. .... | ..... |
| 3. .... | ..... |

**FAMILY CONFERENCE SCHEDULE**

Follow-up meeting to be held at .....

Date .....

Name of family contact person .....

Contact details .....

## PH Appendix 11: Environmental Adjustment Report

### ENVIRONMENTAL ADJUSTMENT REPORT

Name of Probationer  Age Years old Date of Birth Male/Female	Name Hostel
	Committal Date / /
	Expiration Date / /
<b>Address to which the probationer will be released</b>	<b>Name of probation officer in charge of locality to which the probationer will be released</b>
Family/Guardians to where the probationer will be released (1) Name, address, relationship with the probationer, Age, Occupation	
(2) Whether or not the Family/Guardian is ready to accept the probationer? i. Keen to Accept ( ) j. Accept ( ) k. Not Ready to Accept, but There is a Possibility to Accept ( ) l. Refuse to Accept ( ) Reasons:	
(3) Whether or not to come to pick up the probationer upon release a. Come to the Institution ( )    b. Not Come ( )    c. Pending ( ) Reason for b) or C):	
(4) When the parents will visit the institution to see the probationer (specific dates preferable)	
(5) Home Condition	
(6) Family Dynamics	
(7) Means of Livelihood	
(8) House Conditions	

**Relevant Information about Family/Guardians/Other Relatives**

Do any of the relatives have any of the following?

- a. Mental disease
- b. Deviant personality
- c. Alcohol and drug addiction
- d. Criminal history
- e. Others

If applicable, describe the name, relationship with the probationer, other information.

Social environment

Community attitude toward the probationer/family

Compensation to victims'/victim's views against the probationer (victim impact statement)

Lifestyle& friend/association before the probationer was committed to the institution

Motivation /causes of delinquency (criminogenic needs) in the view of parents/guardians

Conditions after release that officer in charge suggests

Prospect to education or employment after the probationer is released

**Remarks of Officer in Charge**

(1) What problems should be dealt with for environmental adjustment?

(2) What adjustment practices have been done for the problem?

(3) What problems remain unresolved? What is the course of action? How long do you estimate it will take to accomplish the adjustment?

<p><b>Feedback from Officer in Charge to the Institution</b></p> <p>(1) What issues should be dealt with at the institution to enable environmental adjustment to be effective?</p>	
<p>(2) What interventions have been affected for these issues?</p>	
<p>If other appropriate person(s) are available, provide their particulars (name, relationship with the probationer, occupation, reason why the person is considered appropriate)</p>	
<p>Other relevant/useful information</p>	
<p><b>Remarks of Officer in Charge</b></p> <p>(1) Whether or not the current environment is appropriate for the probationer to be released?  a. Appropriate ( )    b. Not Appropriate( )    C. Pending ( )</p> <p>(2) Other remarks</p>	
<p>Officer in Charge</p>	<p>Date: .....</p> <p>Name: .....</p> <p>Tel: .....</p> <p>Physical Address .....</p> <p>Email: .....</p>

## PH Appendix 12

### PROGRESS REPORT

Date	Name of the institution	The Officer in Charge addressed
Name and age of probationer	Address to be released to	Birthplace
Name and age of guardian	Relationship with guardian	Occupation of guardian
Committal date	Expiration date	Reasons for committal
Admission date	(In a criminal case) offence	
Goals of Individual Treatment Plan: 1. 2. 3.		
Description concerning concrete attainments and changes in behaviour and attitudes at the hostel. 1. 2. 3.		

## PH Appendix 13: Pre-Release Board Report

SERIAL NUMBER .....				
NAME OF PROBATIONER .....				
OFFENCE .....				
COMITAL DATE .....				
HOSTEL ADMISSION DATE .....				
EXPECTED EXIT DATE .....				
PROBATION ORDER EXPIRY DATE .....				
	ACTIVITY	Moderator	Presenter	EXPECTATIONS
1.	<p>Throughcare report: A brief case-by-case report on probationers covering stay in the institution including;  <b>Entry behaviour/ observations and screening report</b></p> <p>.....</p> <p>.....</p> <p>.....</p> <p><b>Programmes/interventions while in the hostel</b></p> <p><b>Compliance with through care guidelines (All reports availed)</b></p> <p>.....</p> <p>.....</p> <p>.....</p> <p><b>Proposed exit strategy</b></p> <p>.....</p> <p>.....</p> <p>.....</p>	Head of Aftercare Section	Hostel managers and Regional Coordinators	Acquaint the 'release Board' or panel members with proper understanding of the offender and demonstrate preparedness for release or otherwise
2.	<p>Aftercare plan including;  <b>Aftercare action plan- (is a working team in place, action plan, any other)</b></p> <p>.....</p> <p>.....</p> <p>.....</p> <p><b>Compliance with protocols where there are set out procedures relating to special conditions e.g.( COVID 19)</b></p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p>		RCs	Provide relevant information and guide the panel to decide on whether to release probationer
3	Recommendations		-	Examine information availed and build consensus on the best decision for the probationer (approve release or retention in the hostel)

## **SEVENTH SCHEDULE**

# **STATUTORY INSTITUTIONS DIRECTORY**

## SID Appendix 1: Child Protection Units

S/N	NAME OF CHILD PROTECTION UNIT	AGE OF CATEGORY (Years)	SEX	EMAIL ADDRESS
1	Buruburu	8-17	Boys & Girls	<a href="mailto:infor@kenyapolice.go.ke">infor@kenyapolice.go.ke</a> <a href="mailto:compolicing2006@gmail.com">compolicing2006@gmail.com</a>
2	Kasarani	8-17	Boys & Girls	
3	Kamukunji	8-17	Boys & Girls	
4	Kilimani	8-17	Boys & Girls	
5	Nakuru	8 - 17	Boys & Girls	
	Naivasha	8 - 17	Boys & Girls	
	Bondeni	8 - 17	Boys & Girls	
	Kitale	8 - 17	Boys & Girls	
	Kakamega	8 - 17	Boys & Girls	
	Busia	8 - 17	Boys & Girls	
	Siaya	8 - 17	Boys & Girls	
	Gucha	8 - 17	Boys & Girls	
	Kisii	8 - 17	Boys & Girls	
	Kisumu	8 - 17	Boys & Girls	
	Naromoru	8 - 17	Boys & Girls	
	Nyahururu	8 - 17	Boys & Girls	
	Dadaab Refugee Camp	8 - 17	Boys & Girls	
	Kakuma Refugee Camp	8 - 17	Boys & Girls	

## SID Appendix 2: Rescue Centres

S/N	NAME OF RESCUE CENTRE	AGE OF CATEGORY (Years)	SEX	PHYSICAL LOCATION	TEL. NUMBER	P.O BOX	EMAIL ADDRESS
1	Nairobi	0 - 6	Boys & Girls	Nairobi-Lower Kabete off Kapenguria road	0722669388	23043-00604 Lower Kabete	<a href="mailto:nairobirescue@socialprotection.go.ke">nairobirescue@socialprotection.go.ke</a> <a href="mailto:nairobichome@yahoo.com">nairobichome@yahoo.com</a>
2	Machakos	7 - 17	Girls	Machakos – Off Wote road/Next to Machakos University	0720117087	935-90100 Machakos	<a href="mailto:machakosrescue@socialprotection.go.ke">machakosrescue@socialprotection.go.ke</a> <a href="mailto:mrescuecentre@yahoo.com">mrescuecentre@yahoo.com</a>
3	Thika	7 - 17	Boys	Thika- Thika Garissa Highway/ Next to MKU graduation grounds	0723360436	1896-01000 Thika	<a href="mailto:thikarescue@socialprotection.go.ke">thikarescue@socialprotection.go.ke</a>
4	Kisumu	7 - 17	Girls	Seme Sub-County- Off Kisian-Bondo Route Along Kosea Maseno Road	0722925080	128-40102 Kombewa	<a href="mailto:kisumurescue@socialprotection.go.ke">kisumurescue@socialprotection.go.ke</a> <a href="mailto:kisumurehab@yahoo.com">kisumurehab@yahoo.com</a>
5	Garissa	0 - 17	Boys & Girls	Garissa- Umoja Road Garissa Ndogo Chief's Camp	0720048012	1376-70100 Garissa	<a href="mailto:garisarescue@socialprotection.go.ke">garisarescue@socialprotection.go.ke</a>

### SID Appendix 3: Children's Remand Homes

S/ N	INSTITUTION	PHYSICAL LOCATION	POSTAL ADDRESS	TEL NUMBER	E-MAIL
1	Nairobi Children's Remand Home	Lower Kabete Nrb	P.O. Box 23224-00604 Nairobi	0723677626	nairobiremand@socialprotection.go.ke
2	Likoni Children's Remand Home	Likoni	BOX 82617 LIKONI.	0717547258	likoniremand@socialprotection.go.ke
3	Malindi Children's Remand Home	Malindi	BOX 36 MALINDI.	0717547258	malindiremand@socialprotection.go.ke
4	Eldoret Children's Remand Home	Eldoret	BOX 33 ELDORET.	0726729489	eldoretremand@socialprotection.go.ke
5	Kakamega Children's Remand Home	Kakamega	Box 306-50100 Kakamega.	0703832401	kakamegaremand@socialprotection.go.ke
6	Kiambu Children's Remand Home	Kiambu	Box 73, Kiambu.	0721900905	kiamburemand@socialprotection.go.ke
7	Muran'ga Children's Remand Home	Mura'nga	BOX 169-10200 MURANGA	0722634705	murangaremand@socialprotection.go.ke
8	Nyeri Children's Remand Home	Nyeri	BOX 314 NYERI	0723831298	nyeriremand@socialprotection.go.ke
9	Manga Children's Remand Home	Kisii	BOX 4203-40200 KISII.	0720283926	mangaremand@socialprotection.go.ke
10	Nakuru Children's Remand Home	Nakuru	BOX 998 NAKURU.	0725735964	nakururemand@socialprotection.go.ke
11	Kisumu Children's Remand Home	Kisumu	BOX 464 KISUMU.	0721852028	kisumuremand@socialprotection.go.ke
12	Machakos Children's Remand Home	Machakos	BOX 935-90100 MACHAKOS.	0720117087	machakosremand@socialprotection.go.ke
13	Kericho Children's Remand Home	Kericho	BOX 575 KERICHIO.	0723571481	kerichoremand@socialprotection.go.ke
13	Meru Children's Remand Home	Meru		0722156880	meruremand@socialprotection.go.ke

## SID Appendix 4: Rehabilitation Schools

S/ N	NAME OF (Institution title)	RISK LEVEL	AGE CATEGORY (Years)	SEX	PHYSICAL LOCATION	TEL. NO.	EMAIL ADDRESS
1	Kisumu Rehabilitation	Medium and Low	12 - 15	Male	Seme Sub-county, 3Kms off Kisian Bondo Route along Kosca Maseno Road.	0722 925 080	<a href="mailto:kisumurehab@socialprotection.go.ke">kisumurehab@socialprotection.go.ke</a> <a href="mailto:kisumurehab@yahoo.com/">kisumurehab@yahoo.com/</a>
2	Dagoretti Girls Rehabilitation	Low and Medium	10 - 17	Female	Baraniki, 1Km off Kawangware - Kikuyu road	0724 661 694	<a href="mailto:dagorettirehab@socialprotection.go.ke">dagorettirehab@socialprotection.go.ke</a> <a href="mailto:kiruiclara743@gmail.com">kiruiclara743@gmail.com</a>
3	Kabete Rehabilitation	Medium	13 – 17	Male	Lower Kabete Road next to Kabete market	0725 442 919	<a href="mailto:kabetererehab@socialprotection.go.ke">kabetererehab@socialprotection.go.ke</a>
4	Kakamega Rehabilitation School	Medium	10 – 18	Male	Kakamega Town opposite Masinde Muliro University Along Kakamega-Webuye Road	0728 798 018	<a href="mailto:kakamegarehab@socialprotection.go.ke">kakamegarehab@socialprotection.go.ke</a> <a href="mailto:mwanjegetr@yahoo.com">mwanjegetr@yahoo.com</a>
5	Kericho Rehabilitation school	Low	10 - 18	Male	Kericho Town; off Kisumu road junction next to Kericho High	0723 571 481	<a href="mailto:kerichorehab@socialprotection.go.ke">kerichorehab@socialprotection.go.ke</a> <a href="mailto:rehabkericho@gmail.com">rehabkericho@gmail.com</a>
6	Kirigiti Reception Centre & Rehabilitation School	High	11 - 17	Female	Opposite Kirigiti stadium, Along Ruiru Kamiti	0722 234 794	<a href="mailto:kirigitirehab@socialprotection.go.ke">kirigitirehab@socialprotection.go.ke</a>
7	Likoni Rehabilitation School	Medium and High risk	10 - 17	Males	Approved school area, Off Likoni-Ukunda road, After Mrima health centre, along approved- Shelly beach road	0722 475 589	<a href="mailto:likonirehab@socialprotection.go.ke">likonirehab@socialprotection.go.ke</a> <a href="mailto:likonirehabilitationsschool@gmail.com">likonirehabilitationsschool@gmail.com</a>
8	Wamumu Rehabilitation School	High	13-18	Males	Along Mwea-Embu Rd	0720 432 077	<a href="mailto:wamumurehab@socialprotection.go.ke">wamumurehab@socialprotection.go.ke</a> <a href="mailto:managerwamumurehab@gmail.com">managerwamumurehab@gmail.com</a>
9	Othaya Rehabilitation School	Low Risk	10 - 17	Male/ Boys	Othaya Town next to PCEA Othaya Town Church near Othaya Level 4 Hospital, off Othaya - Irianiani road	0721 463 438	<a href="mailto:othayarehab@socialprotection.go.ke">othayarehab@socialprotection.go.ke</a> <a href="mailto:othayarehab@gmail.com">othayarehab@gmail.com</a>

## SID Appendix 5: Borstal Institutions and Youth Corrective Training Centre

S/ N	NAME OF (Institution title)	AGE OF CATEGORY (Years)	SEX	PHYSICAL LOCATION	TEL. NUMBER	P.O BOX	EMAIL ADDRESS
1	Shikusa BI	15 -17	M	Kakamega	0202417396	77-50100	shikusa.borstal@yahoo.com shikusabi@prisons.go.ke
2	Shimo BI	15-17	M	Mombasa	0203577182	90152-80100	shimoborstal@yahoo.com shimobi@prisons.go.ke
3	Kamiti YCTC	17 -21	M	Kamiti	0208020171	65501	kamitiyctc@prisons.go.ke
4	Kamae Girls	15-17	F	Kamiti	0120800079	65601-00607	kamaebi@prisons.go.ke

## SID Appendix 6: Probation Hostels

S/ N	NAME OF HOSTEL	AGE CATEGORY	SEX	PHYSICAL LOCATION	ADDRESS	E-MAIL ADDRESS
1	Nairobi Male Probation Hostel	18 & Above	Males	Nairobi County Makadara off Jogoo road.	P.O. BOX 17325 NAIROBI	nairobi.hostel@probation.go.ke
2	Nakuru Probation Girls' Hostel	8-25	Females	Nakuru County Nakuru-Ravine Road Opposite Veterinary Nakuru.	P.O. BOX 521 NAKURU	nakuru.hostel@probation.go.ke
3	Shanzu Probation Boys Hostel	8- 17	Males	Mombasa County Off Malindi road next to Shanzu Teachers College	P.O. BOX 10008-80101 BAMBURI	shanzu.hostel@probation.go.ke shanzuprobation@yahoo.com
4	Kimumu Junior Probation Hostel	8-17	Males	Uasin Gishu County Kimumu area next to University of Eldoret	P.O. BOX 4906 30100 ELDORET	kimumujunior.hostel@probation.go.ke kimumujunior@gmail.com
5	Kimumu Senior Probation Hostel	18 & Above	Males	Uasin Gishu County - Kimumu area next to University of Eldoret (Chepkoilel)	P.O. BOX 4906 30100 ELDORET	kimumusenior.hostel@probation.go.ke
6	Siaya Probation Female Hostel	13 and above Pregnant girls/ women or accompanied by children under 4 years	Females	Siaya County Behind Kenya Industrial Estates Siaya	P.O. BOX 88 -40600 SIAYA	siaya.hostel@probation.go.ke

**EIGHTH SCHEDULE**

**IMPLEMENTATION STRATEGY**

## Implementation Strategy for The Throughcare and Aftercare Procedures for Statutory Institutions for Children in Kenya

Result Area	Strategy	Strategic Activities	Expected Outcome	Expected Output	Indicators	Timeframe	Responsibility
Justice Agencies Coordination, Commitment and framework setting	Entrench the implementation of the Throughcare and Aftercare Procedures within the National Council on the Administration of Justice (NCAJ) at national level and Court Users' Committees at court station levels	Formal engagement and presentation of the Throughcare and Aftercare Procedures to NCAJ	Structured and institutionalized framework for coordinating justice agencies' implementation of the Throughcare and Aftercare Procedures	Inclusion of Throughcare and Aftercare Procedures programmes and activities in the NCAJ and Court Users Committees' work plans	Launch of the Throughcare and Aftercare Procedures under the NCAJ	Within 3 months after validation of Procedures	Throughcare and Aftercare Procedures Committee NCAJ
		Formal engagement presentation of the Throughcare and Aftercare Procedures to the Court Users Committees			Throughcare and Aftercare Procedures activities scheduled under the NCAJ and Court Users Committees	Within 6 months after launch of Procedures	Court Users Committees
	Securing formal commitment of the justice agencies	Formal endorsement of the Throughcare and Aftercare Procedures by each justice agency head	Institutionalised support towards implementing the Throughcare and Aftercare Procedures	Inclusion of Throughcare and Aftercare Procedures programmes and activities in the justice agencies' work plans	Throughcare and Aftercare Procedures signed by all agency heads	Within 3 months after validation	Throughcare and Aftercare Procedures Committee NCAJ
					Throughcare and Aftercare Procedures activities scheduled under the NCAJ and Court Users Committees	Within 6 months of launch of Procedures	Justice Agencies

<b>Result Area</b>	<b>Strategy</b>	<b>Strategic Activities</b>	<b>Expected Outcome</b>	<b>Expected Output</b>	<b>Indicators</b>	<b>Timeframe</b>	<b>Responsibility</b>
	Ensuring involvement of all justice agencies in implementing the Throughcare and Aftercare Procedures	Representation of all justice agencies in the Throughcare and Aftercare Committee	Support for implementation of the Throughcare and Aftercare Procedures by all justice agencies	Involvement of all justice agencies in Throughcare and Aftercare related activities	Representation of all justice agencies in the Throughcare Committee	Within 6 months of launch of Procedures	Throughcare and Aftercare Procedures Committee NCAJ Justice Agencies
	Recommend policy and law reform on aspects impacting implementation of the Throughcare and Aftercare Procedures	Submitting proposals for policy and law reform	Streamlined and standardised implementation of the Throughcare and Aftercare Procedures	Policies and laws supporting implementation of the Throughcare and Aftercare Procedures	Reform areas identified	Continuous	NCAJ Throughcare and Aftercare Procedures Committee Justice Agencies Stakeholders
Capacity Building	Equipping all officers handling children in Kenya's justice system to implement the Throughcare and Aftercare Procedures	Training of Throughcare and Aftercare Procedures Trainers from all agencies at national, regional and county levels	Established human resources base for training on Throughcare and Aftercare Procedures	Trained cohort of national, regional and county level trainers from all agencies	No. of national, regional and county level trainers	Initial training within 6 months of launch of Procedures Continuous	NCAJ Throughcare and Aftercare Procedures Committee Justice agencies Stakeholders
		Training of officers at Court Users' Committees level	Day-to-day implementation of the Throughcare and Aftercare Procedures	Competent and well-equipped officers to implement Throughcare and Aftercare Procedures	No. of officers trained	Initial training within 6 months after launch of Procedures Continuous	NCAJ Throughcare and Aftercare Procedures Committee Justice Agencies Stakeholders

<b>Result Area</b>	<b>Strategy</b>	<b>Strategic Activities</b>	<b>Expected Outcome</b>	<b>Expected Output</b>	<b>Indicators</b>	<b>Timeframe</b>	<b>Responsibility</b>
Support from Other Government Agencies	Engaging the Ministry of Health to streamline health services for children in the justice system	High-level engagement with the Ministry of Health	Streamlined health services for children in the justice system	Established framework for engaging the Ministry of Health to streamline easy access to health services for children in the justice system	Protocols for accessing health services for children in the justice system	Within 3 months after validation	NCAJ Throughcare and Aftercare Procedures Committee Justice Agencies Stakeholders
	Engaging the Ministry of Education to streamline education services for children in the justice system	High level engagement with the Ministry of Education	Streamlined education services for children in the justice system	Established framework for engaging the Ministry of Education to streamline education services for children in the justice system	Education protocols for children in the justice system	Within 3 months after launch of Procedures	NCAJ Throughcare and Aftercare Procedures Committee Justice Agencies Stakeholders
Enhanced ICT Supported Service Delivery	Engaging the State Department for Registration of Persons to streamline registration requirements for children in the child justice system	High level engagement of the State Department for Registration of Persons	Streamlined services relating to children in the justice system	Institutionalised support for the justice agencies	Set out protocols relating to birth certificates for children in the justice system	Within 3 months after launch of Procedures	NCAJ Throughcare and Aftercare Procedures Committee Justice Agencies Stakeholders
	Setting up of necessary ICT infrastructure in justice agencies to support service delivery	Engagement of justice agencies heads	Enhanced inter-agency ICT communication for expeditious services	Operational ICT infrastructure	Provision of operational ICT infrastructure	Continuous	Justice Agencies Stakeholders

<b>Result Area</b>	<b>Strategy</b>	<b>Strategic Activities</b>	<b>Expected Outcome</b>	<b>Expected Output</b>	<b>Indicators</b>	<b>Timeframe</b>	<b>Responsibility</b>
Resource Mobilisation	Mobilise resources to support the implementation of Throughcare and Aftercare Procedures at all levels	Engaging the government and partners re funding for specific Throughcare and Aftercare Procedures activities	Implementation of Throughcare and Aftercare Procedures	Day-to-day facilitation of Throughcare and Aftercare Procedures related activities at all levels	Compliance with Throughcare and Aftercare Procedures at all stages	Continuous	NCAJ Throughcare and Aftercare Procedures Committee Justice Agencies Stakeholders
Monitoring and Evaluation	Monitor and evaluate compliance with the Throughcare and Aftercare Procedures	Quarterly and annual reporting requirements on specific aspects of the Throughcare and Aftercare Procedures  Quarterly and Annual evaluation of compliance with Throughcare and Aftercare Procedures	Implementation of the Throughcare and Aftercare Procedures	Data on the level of implementation of the Throughcare and Aftercare Procedures	Quarterly and annual reports	Continuous	NCAJ Throughcare and Aftercare Procedures Committee Justice Agencies Stakeholders





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