

Kenya: Establishing An Orphanage/Children's Home

Introduction

Establishing an orphanage in Kenya involves adhering to a series of legal, regulatory, and operational requirements. Below is a comprehensive guide to help you through this process:

1. Conduct Preliminary Research

A. Feasibility Study

- **Needs Assessment:**
Evaluate the need for an orphanage in the target area through community surveys, consultations with local leaders, and data analysis.
- **Financial Planning:**
Estimate startup costs, ongoing expenses, and potential funding sources, such as grants and donations.

B. Legal Structure

- **Choose a Legal Structure:**
Decide whether to establish the orphanage as a Non-Governmental Organization (NGO), Community-Based Organization (CBO), or Trust. Consult with a legal expert to understand the implications.
- **Incorporation:**
Register the orphanage as a legal entity with the relevant authorities in Kenya.

2. Federal Regulations and Licensing

A. Legal Registration

- **Register with the NGO Coordination Board:**
Submit necessary documents to register the organization with the NGO Coordination Board. This includes the constitution, registration fee, and details of the founders and board members.
<https://ngobureau.go.ke/>
- **Alternative Registration:**
If registering as a CBO, approach the Ministry of Labour and Social Protection for registration.
<https://laboursp.go.ke/>

B. Licensing and Accreditation

- **Ministry of Labour and Social Protection:**
Obtain approval and licensing from the Children's Department under the Ministry of Labour and Social Protection. This involves submitting an application with details about the orphanage, including objectives, funding, staffing, and facility plans.
<https://www.socialprotection.go.ke/children-services/>

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- **Probation and Social Welfare Office:**
Submit an application to the district's Probation and Social Welfare Office for inspection and recommendation.
See your local directory for location
- **Local Council Approval:**
Obtain a letter of recommendation from the Local Council (LC) where the orphanage will be located.

3. Facility Requirements

A. Location and Zoning

- **Zoning Laws:**
Ensure the location complies with local zoning laws and is appropriate for a child care facility.
- **Safety Standards:**
Adhere to health and safety regulations, including fire safety, sanitation, and structural safety.

B. Facility Design

- **Adequate Space:**
Provide sufficient space for living, recreation, dining, and education.
- **Accessibility:**
Ensure the facility is accessible to children with disabilities and meets all required standards for child safety.

4. Operational Policies

A. Care Standards

- **Daily Care:**
Establish policies for daily routines, nutrition, education, and recreation.
- **Health and Safety:**
Implement protocols for medical care, including access to healthcare professionals and regular health screenings.

B. Child Protection Policies

- **Abuse Prevention:**
Develop strict child protection policies to prevent abuse and neglect.
- **Reporting Procedures:**
Create clear procedures for reporting and responding to incidents of abuse.

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5. Staffing and Training

A. Staffing Requirements

- **Qualified Staff:**
Hire qualified staff, including caregivers, administrators, and support staff. Ensure they have relevant qualifications and experience.
- **Background Checks:**
Conduct thorough background checks on all staff members to ensure they are suitable for working with children.

B. Training

- **Initial Training:**
Provide initial training for all staff members in child care, emergency procedures, and other relevant areas.
- **Ongoing Training:**
Offer continuous professional development and training opportunities for staff to keep them updated on best practices in child care.

6. Funding and Financial Management

A. Fundraising

- **Grants and Donations:**
Seek grants from government bodies, private foundations, and solicit donations from the public.
- **Fundraising Events:**
Organize events to raise funds and awareness about the orphanage's mission and needs.

B. Financial Oversight

- **Budgeting:**
Develop a detailed budget and financial plan to manage resources effectively.
- **Audits:**
Regularly audit financial records to ensure accountability and transparency.

7. Community Engagement and Public Relations

A. Building Community Support

- **Outreach:**
Engage with the local community to build support and foster partnerships. Involve community leaders and stakeholders in your initiatives.
- **Volunteers:**
Recruit and manage volunteers to assist with various aspects of the orphanage's operations.

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B. Public Relations

- **Communication:**

Maintain open communication with stakeholders, including donors, government agencies, and the public. Use newsletters, social media, and other platforms to share updates.

- **Marketing:**

Develop a marketing strategy to promote your orphanage and attract support. Highlight success stories and the positive impact of your work.

8. Continuous Improvement and Compliance

A. Monitoring and Evaluation

- **Performance Metrics:**

Establish metrics to evaluate the effectiveness of your services. Regularly review and adjust programs to improve outcomes.

- **Feedback Mechanisms:**

Implement systems for obtaining feedback from children, staff, and stakeholders. Use this feedback to make necessary improvements.

B. Regulatory Compliance

- **Regular Inspections:**

Be prepared for regular inspections from the Children's Department and local authorities to ensure ongoing compliance with all regulations.

- **Policy Updates:**

Stay informed about changes in laws and regulations affecting child care facilities and update your policies and procedures accordingly.

Resources and Contacts

- **NGO Coordination Board:**

Oversees the registration and regulation of NGOs in Kenya.

NGOs Coordination Board

Ministry of Interior and National Administration

Co-operative Bank House

15th Floor

Haile Selassie Avenue

P.O. Box 44617 – 00100 Nairobi

Tel: 254-20-2214044, 2214887

Email: info@ngobureau.go.ke

Website: <https://ngobureau.go.ke/>

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- **Ministry of Labour and Social Protection:**
Provides guidelines and oversight for child welfare services.
Ministry of Labour and Social Protection,
Bishops Road
Social Security House
P.O. Box 40326 – 00100, Nairobi
Telephone: +254 (020) 2729801/804-819
Fax: +254 020 2726497
Email: ps@labour.go.ke. or info@labour.go.ke
Website: <https://laboursp.go.ke/>
- **Children's Department:**
A division of the Ministry of Labour and Social Protection responsible for child welfare and protection.
Website: <https://www.socialprotection.go.ke/children-services/>
- **National Council for Children's Services:**
A State Corporation under the Ministry of Labour and Social Protection, State Department for Social Protection and Senior Citizen Affairs. It is established under Section 41 of the Children Act 2022 to regulate, coordinate and oversee children's services.
Website: <https://www.nccs.go.ke/>
- **Local Council (LC):**
Local government office for initial community approval and support.
- **Probation and Social Welfare Office:**
District-level office responsible for child welfare inspections and recommendations.

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