

**TANZANIA TRAINING CENTRE FOR
ORTHOPAEDIC TECHNOLOGISTS
(TATCOT)**



TATCOT STUDENTS WELFARE POLICY

FEBRUARY, 2018

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Preface

The school has developed its own student's welfare policy and practices within the framework of the Student Welfare Policy. The policy has been extensively revised to assist the school to put together existing good practice and to incorporate current training perspectives. The school has a clear school rules which are known and understood by all school community members.

This Students Policy is a result of an analysis of experiences in the day to day training activities including students' affairs at TATCOT and similar institutions. Responsibilities of each part i.e. students and the school significantly were analyzed.

I wish to acknowledge the work of the review committee led by Mr. Aston Ndosu and all those whose contributions facilitated completion of this Policy students document. The Policy and Operational Procedures will be subject to revision as need arises to match with prevailing conditions.. Students and TATCOT staff at large shall implement the policy in their respective positions as is relevant and required.

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Longini B. Mtalo
PRINCIPAL

1 INTRODUCTION

TATCOT seeks to provide quality training for students, taking account of their background, ability and interests. TATCOT school help students to become self directed, lifelong learners who can create a positive future for themselves and for the wider community.

For this to occur, the school needs to be a place where every student can learn and grow with confidence. Students develop best in schools where teaching and learning occur in a context of student welfare.

Schools need to be safe and happy places for students and their teachers. Student welfare is enhanced when all members of the school community participate in the learning programs and life of the school.

The school has developed its own student welfare policy and practices within the framework of the Student Welfare Policy, introduced in 2018. The policy has now been extensively revised to assist the school to build on existing good practice and to incorporate contemporary training perspectives.

With the release of the Students Welfare Policy it is now timely for TATCOT community to:

- Review student welfare, including discipline
- Determine key issues for action.
- Develop action plans relating to student welfare.
- Implement student welfare actions and the school discipline policy.
- Review student welfare within the school's ongoing planning and reporting processes.

1.2 Student Problems

Students face pressures in a range of ways, and can encounter problems in areas of:

Personal and family circumstances
Mental or physical health

Adaptation to a changed work and study environment

Coping with workload/ exams/ work: life balance

Financial

1.3 Context

Student welfare in training schools:

- Encompasses everything the school community does to meet the personal, social and learning needs of students.
- Creates a safe, caring school environment in which students are nurtured as they learn.
- Is achieved through the total school curriculum and the way it is delivered.
- Incorporates effective discipline.
- Incorporates preventive health and social skills programs.
- Stresses the value of collaborative early intervention when problems are identified.
- Provides ongoing educational services to support students.
- Recognizes the diversity within the school community and provides programs and support which acknowledge difference and promote harmony.
- provides opportunities for students to:
 - Enjoy success and recognition.
 - Make a useful contribution to the life of the school.
 - Derive enjoyment from their learning.

School provide effective learning and teaching within secure, well-managed environments, in partnership with other organizations and the wider KCMC community. The objectives and outcomes that follow therefore relate to:

- Effective learning and teaching.
- Positive climate and good discipline.
- Community participation.

2. EFFECTIVE LEARNING AND TEACHING

Objective:

To enhance effective learning and teaching by:

- Encouraging students to take responsibility for their own learning and behaviour.
- Identifying and catering for the individual learning needs of students.
- Establishing well-managed teaching and learning environments.
- Ensuring that learning activities build on prior knowledge and experiences and are socially and culturally relevant.
- Providing frequent opportunities for students and their sponsors to discuss learning programs and student behaviour and progress.
- Identifying key social skills and developing plans for all students to acquire them, or make progress towards them, over time.
- Ensuring that gender and equity issues are recognised and addressed across the curriculum.

Outcomes:

- Students will be active participants in the learning process.
- Coordinated student services will provide effective support to classroom programs.

- The learning experiences of students will affirm their individuality and be positive and satisfying.

Results for students:

- Students will participate in decisions about their own learning.
- Students will pursue a program of learning relevant to their needs and aspirations.
- Students will develop an understanding of themselves as well as skills for positive, socially responsible participation.
- Students will develop competencies which enhance the quality of their relationships with others.
- Students will feel valued as learners.

2.1 RESPONSIBILITIES

2.1.1 School:

Principals will ensure that:

- A commitment to student welfare underpins all the policies and activities of the school.
- The school community reviews policies and practices related to student welfare.
- Student welfare is regularly reviewed using appropriate planning processes.
- A school discipline policy is developed and regularly reviewed.
- The review processes take into account other mandatory policies.
- Strategic issues identified in reviews are incorporated into the school plan.
- Students, staff and parents are assisted to develop strategies for addressing student welfare and discipline needs in all the activities of the school.
- Other policies and practices in the school are regularly reviewed to ensure that they meet the needs of all students in the school.

2.1.2 Teaching and support staff

Teaching and support staff, according to their role in the school, will:

- Ensure that they are familiar with the Student Welfare Policy and the School Discipline Policy.
- Contribute to the provision of a caring, well-managed, safe environment for all students and fellow staff.
- Participate in the learning and teaching process in ways which take account of the objectives in this policy.
- Participate in the school community's implementation of the Student Welfare Policy.

Staff with a specific student support role will ensure that:

- The school develops effective mechanisms for integrating behaviour management, conflict resolution and support for students experiencing difficulties.

Students

Students will be encouraged to:

- Act according to the discipline code established by the school.
- Contribute to the provision of a caring, safe environment for fellow students and staff.
- Participate actively in the learning and teaching process.
- Provide their views on school community decisions, including reviews of student welfare, using agreed upon processes which include student representative councils and school parliaments.
- Practice peaceful resolution of conflict.

2.1.3 Parents/sponsors

Parents/Sponsors will be encouraged to:

- Participate in the learning of their students and the life of the school, including reviews of student welfare and the discipline code.
- Share responsibility for shaping their student's understanding about acceptable behaviour.
- Work with teachers to establish fair and reasonable expectations of the school.

3. Students Administration

Handling:

3.1 Students Religious groups:

- KCMC Fellowship Evangelical Students (KCMCFES)
- Muslim Students Association (SAM)
- Efatha Intellectual Organisation (EFATHA–E.I.O)/EPHATA MINISTRIES
- TUCASA-THISDASO
- CASFETA- TAYOMI
- CASFETA- TAG
- Jumuiya ya Katoliki
- Seventh Day Adventist (SDA)

3.2 Students Association:

Are members of the Kilimanjaro Christian Medical Centre Student's Organization (KCMCSO)

Professional Association:

- Students Clubs
- Tanzania Association of Prosthetists and Orthotists (TAPOT)
- International Society for Prosthetics and Orthotics (ISPO)

4. HANDLING STUDENTS ADMINISTRATIVE ISSUES:

- Letter writing/responding
- Doing follow up of all directives
- Organizing, Conducting and Managing all TSRC meetings
- Annual report writing, quotably reports,
- Preparations of other Students' meeting i.e Students and Staff
- Overall in charge of all administrative activities.
- Organizing and Coordinating Students Induction Workshop
- Coordinating First Year Students Orientation Programme
- Coordinating Students' Events such as social parties, Safari etc
- Guiding Students Leaders
- Introducing students to other Institutions by liaising with Schools.

5. COUNSELING AND GUIDANCE

Services offered:

5.1 Counseling and Guidance to Students and Staff

5.1.1 Academic Counseling:

Is offered to students who need help with time management. What to read, how and when.

5.1.2 Test anxiety, test taking,

Public speaking or other issues dealing with their academics and even their social.

5.1.3 Personal Counseling:

(This can be individual or couples) is available for concerns such as:

- Grief resolution,
- Relationships,
- Family issues,
- Abuses,
- Eating disorders,
- Self-esteem,

5.1.4 Depression and other issues of concern to students.

Crisis Intervention: Is available for emergencies regarding student safety and well-being, these include:

- Suicidal thoughts or attempts
- Threats to other persons,
- Sexual attack and
- Severe depression.

6. CONSULTATION:

For any students, or even staff who are concerned or came to know about the unusual, problematic or potentially harmful behavior of others Are also requested to report the cases to the counseling unit, so that we can solve the problem(s) i.e when you see any unusually behavior please report immediately. This is done not for the purpose of disclosing some ones information but for the case of helping him/her.

6.1 REFERRALS:

- For psychiatric cases consultations are also made by the Counseling unit to psychologists at the psychiatric Ward/Department at KCMC
- For legal cases/ legal aid consultations are also made at legal unit/ to consult KCMC legal officer/counsel

6.2 CONFIDENTIALITY:

- Counseling respects and protects the individual student's/client's right to privacy and believes that a commitment to confidentiality is very important to effective and successful counseling.
- Information which is obtained in the context of a counseling relationship may be released to other individuals and agencies only with the student's permission. There are some exceptions; these exceptions include situations involving threats to one's self and threats to others.

6.3 SOME ISSUES THAT ARE MAINLY REPORTED FOR COUNSELING:

- Feeling tense, worried, depressed/ constant feeling of sadness.
- Need to confirm an important decision.
- Feeling discouraged, confused.
- Concerned about alcohol/drug usage.
- Can't Concentrate.
- Feeling lonely or alienated.
- Uncomfortable with people in groups.
- Trouble with parents or partner.
- Uncertain/doubtful/in doubt about personal relationships.
- You may want to understand yourself better.
- Need someone to help you sort out your options.
- Wondering what you're doing here, where you're headed and how to get there.

6.4 ELIGIBILITY FOR SERVICES:

ALL students are eligible: All students currently enrolled at TATCOT, are eligible to receive counseling services that is available from 8.00 am – 4.00pm Monday – Friday; but in case of emergence you can contact the Warden, Administrator or Academic Officer at any time including weekends.

6.4.1 APPOINTMENTS:

- Appointments can be made by contacting a Counselor, but our intention is to help students as soon as the problem arises/ as soon as they need help. The unit is committed to seeing/ helping students as quickly as possible. WALK IN CLIENTS ARE WARMLY WELCOME AT ANY TIME.

7. HANDLING STUDENTS WITH DISABILITY:

- Identify them
- Solicit funds to support them (incase whenever necessary)
- Providing moral support

8. HANDLING MENTORING PROGRAMME:

- Coordinating mentorship
- Distributing mentoring interview guide and forms
- Collecting mentoring forms for evaluation

9. HANDLING CONFLICTS AMONG STUDENTS

- Conflict managements and resolution

10. STUDENTS HEALTH SERVICES:

- Sick students
- Admitted and out patient

Note: All students will be treated/admitted at KCMC unless decided otherwise depending on the condition of the patient, approval and agreement between the attending Physician and the School.

11 STUDENTS ACCOMMODATION SERVICES:

Room allocation

- Rental fees collection
- Enforce Students' Tenancy Agreement

11.1 FAMILY ACCOMMODATION

The school has no accommodation for couples and families. Students are not allowed to live with spouses or children in the hostel. Married students wishing to stay with their families must make their own private off campus accommodation arrangements

11.2 HOSTEL MAINTENANCE SERVICES:

- Reporting mechanism
- Follow up mechanism
- Educating students their accountability of proper use and maintaining facilities

11.3 MAINTENANCE OF ACCOMMODATION FACILITIES

- Major maintenance, which is normally carried out during long vacation of each academic year shall be done within the specified time of the long vacation.
- The student's hostel chairperson shall always liaise with the school administrator to ensure maintenance works in the hostels are done properly and timely.
- The Students hostel chairperson in collaboration with the Administrator shall make sure all rooms are habitable at the beginning of each academic year.
- The student's hostel chairperson and Administrator shall prepare long and short term maintenance plans.

11.4 CATERING SERVICES/CAFETERIA:

There is no catering services or cafeteria available for students. Either, there is a kitchen in the hostel where students do prepare their own food. Students are

provided with cooking utensils, gas cookers, refrigerator etc. However they should observe the following;

- Cleanness/hygienic – disposal of waste
- Environment, service provider, all process at the kitchen/food
- Food/juices preparation
- Saving dishes and other utensils
- Garbage disposal

11.5 HOSTEL CLEANNES SERVICES

Students share rooms whereby each room is shared by two students male to male or female to female. Sharing the room for different genders is against school regulation hence strictly prohibited. All students should be responsible for hostel cleanness;

- Inside the hostels
- Outside the hostels
- Gardening

11.6 SECURITY ISSUES

Although students are assured with security matters when at school, but they should be responsible for their own security especially when they are in the hostel.

- Security of student properties
- Reporting mechanism
- Awareness creation

11.7 REPORTING OF VIOLATION OF ACCOMMODATION AGREEMENT

Every student is obliged to report any violation of accommodation agreement including subletting, illegal exchange of rooms, cooking in the rooms,

possessions of firearms or any unauthorized appliances such as cookers and fridges to the Wardens. Failure to do this shall result into eviction and associated fines in accordance with Students By-Laws

12 SPORTS AND GAMES

Sports chairperson is responsible for all students' sports and games matters. Should be aware of the following;

- Leadership
- Sport gear
- Sport and time tabling
- Inter school sports competition and awards
- Meeting and preparation (in/out)
- In door games

12.1 ENTERTAINMENTS

- TV
- Talents shows
- Motivational and awards

13. HOSTEL VIEW

Students Accommodations



Students Hostel at KCMC outside (top) and inside (below) view

Low-cost accommodation is available within the KCMC campus for shared rooms (2 tenants to a room) in hostels (50 persons). There are shared bathing and toileting amenities with separate facilities for males and females. The cost of student accommodation is paid by the sponsor directly to the school. However, suitable accommodation for married students can be found in private houses off campus. Such students are strongly advised NOT to bring wives/husbands or family with them unless they have secured suitable accommodation.

The hostels are run according to printed Rules and Regulations by a Students' Committee which is also responsible for students' social issues. TATCOT also has a Welfare Officer on its staff who is responsible for student affairs and works closely with the students' Committee. The hostel is situated in a very pleasant environment and provides an atmosphere conducive to student life. Student residence life at TATCOT strives to ensure that a living and learning environment is the foundation of its residence culture. Accommodation is available to duly registered students

Warden

Warden manages students in the hostel. Specifically warden has the following roles:

- Provide parental supervision and guidance in both academic and social aspects to students in school and their hostel.
- Facilitate and assist in providing academic and counseling services.
- To oversee general cleanliness in the hostel.
- To enable students create friendly atmosphere and discipline among each other.
- Report on maintenance works emanate from student hostel