

ST MARY'S CHILDREN'S HOMEAdmissions 1996

Age Group	Male	Female	Total
0 - 5	11	4	15
6 - 11	14	10	24
12-16	3	1	4
	28	15	43

CAUSES:

Stealing - 2
 Wandering - 3
 No Parent or Guardian - 8
 Begging Alms - 7
 Neglect - 8
 Physical Abuse - 11
 Beyond Control - 4

FAMILY ADMISSION 1996

Area	No in family	Male	Female	Factors
Sangre Grande	5	2	3	Drugs
	2	2		P overty & Neglect
	2		2	Abuse
	4	2	2	Drugs
Arima	4	3	1	Mother deceased Father on drugs
Chaguanas	2	2	-	Poverty
	3	3	-	Abuse
	3	2	1	Neglect Poverty

ST MARY'S CHILDREN'S HOME

Appendix II

INTAKE AND ACTION 1996

AGE GROUP	Returned to family		Before the Court		On Remand		Committed		Transferred to other Ins		TOTAL
	M	F	M	F	M	F	M	F	M	F	
0 - 5	3	3			4	5					15
6 - 11	1	2	1		8	3	5				20
12 - 16	2						1			1	4

POPULATION DECEMBER 1996

Section	Male	Female	Total
Senior Boys	30		30
Intermediate Boys	22		22
Junior Boys	40		40
Girls		49	49
Nursery	19	17	36
Cottage	2	4	6
	113	70	183

POPULATION DECEMBER 1997

AGE	MALE	FEMALE	TOTAL
0 - 5	11	7	18
6 - 11	51	27	78
12-16	39	32	71
17+	12	4	16
TOTAL	113	70	183

SECONDARY SCHOOL POPULATION

SCHOOL	FORM						
	1	2	3	4	5	Lower 6	Upper 6
Barataria Junior Sec.		1					
St Augustine Sen. Comp				2	1		1
Five Rivers Junior Sec.		1	1				
Curepe Junior Sec.	5	2	1				
Servol Trade	1						

April 12, 1997

Mr. Robert Sabga
Chairman
Task Force Committee
to review the operations of
Homes and Institutions in
Trinidad and Tobago

Dear Mr. Sabga,

When I began working in St. Dominic's Children's Home in 1979 the manager was [REDACTED] Mary and there were Sisters working with the children. There was a good spirit and things were going well.

Then came [REDACTED] who was harsh and cruel. Then came [REDACTED] who was not a disciplinarian and who had a whole system of favoritism among staff and children. That was disastrous.

I went abroad at the end of 1989 and when I started working in the Home again over two years ago [REDACTED] was in charge. I immediately realized that it was very difficult to communicate with her. She is never prepared to listen.

Today I can identify several problem areas:

1. There is very poor management. There is a lack of communication between management and staff. After all these years in complete control, the Sisters do not seem to have much respect for the staff and there is no mechanism for the staff to have their grievances heard. The management is accountable to nobody. A few members of the Senior staff do have the ears of [REDACTED] and [REDACTED] (who are in conflict) and these are used by each Sister to get information - usually biased information as seen through the eyes and prejudices of the informant. Younger staff members, who are usually more academically qualified, have a more nurturing and listening approach to the children but they do not have the support of the Administration. As a result of all this, you have a demoralized, critical and cynical staff.

Just this week Wednesday a girl called [REDACTED] (seventeen years of age) who has lesbian tendencies and who was placed out immediately after she led a group of girls who violently destroyed property belonging to the Sisters (clothes, personal diaries, course notes, etc.) a year ago, was placed back in the department she was removed from (Bethlehem). Up to now, Friday night, the Sisters in the Administration have not had the courtesy to inform the House Mother of Bethlehem. Of course, she was not even consulted.

2. There is a big difference between the two 'Family Units' and the other Departments. The food, clothes, toiletries are all of a much higher standard. They have their own kitchen, stove, etc. One Department, Dominic Savio (boys ages 5-11) is without a House Mother for years, and, as such is very much abandoned in every sense of that word. Among the girls, Bethlehem Department seems to get less than other Departments. Even relief workers share this opinion. And the girls in that Department have a stigma attached to them - and are looked down upon by both Manager and Assistant Manager. I must say that I spend extra time with them.

3. There is no set method of discipline and no consistency in discipline. Children can appeal to the Sisters when punished by staff and the Sisters would side with the children. On the other hand, the same Sisters would refuse to listen to children, especially the older ones, when it is their turn to deal with a problem. Some children are favorites, others can do nothing right (in the eyes of the Administration). The approach is more punitive than nurturing. [REDACTED] once told me that you cannot praise the children because they fall back into deviant behavior after praise. Something has to be very wrong.

There is a lack of empathic listening and dialogue. As a result the children lack trust and they lie to survive. That means that their growth as human persons is impaired. Most of them live in a fantasy world. I know very well that by the very nature of the case the Institution child is difficult. Many basic psychological needs have not been met in their growth process. To my mind, there is all the more need for a caring, though firm approach.

Two points needs to be mentioned:

- a) The big boys are out of control in general. I question the influence of [REDACTED] who works with them and who, they know, has been in jail.
- b) I am disturbed by the abusive approach of [REDACTED], the House Mother of Our Lady's. I have personally witnessed the continuous aggressive shouting at the children. A primary school teacher complained to me last year about the marks on the body of an eleven year old girl. Two members of the staff of Our Lady's could not take the abuse, verbal, psychological and physical, meted out to the children - and the abuse they personally received as members of staff and had to be transferred to another Department. Another member of staff has asked to be removed. Another member of staff, recently appointed to Our Lady's, went to [REDACTED] in her anguish just last week, but got no satisfaction. I certainly blame the Manager for this situation - but then [REDACTED] is her friend! So is [REDACTED].

4. I am not satisfied with the response to the sexual abuse suffered by so many of the young boys by [REDACTED], a staff member working in St. Martin's Department. Apparently he was just asked to write a letter to the Statutory Board stating that he no longer wanted to work at St. Dominic's Home. The boys are traumatized and sexual activity has increased. Staff has to protect younger boys from the older boys. There was

no feeling among the boys that [REDACTED] was punished in any way. If fact, he was there with them on the morning of the fire.

There is also heterosexual activity. I do not think that the sexuality issue is treated realistically in the Home. I know that younger members of staff have raised the issue at Staff Meetings but have never had a positive response.

5. I am quite disturbed at the way [REDACTED] was unjustly dismissed. She was an official relief worker, an excellent care-giver with an impeccable record. Mr. Sabga knows the facts. She was at Bishop's High School Bazaar with her two cousins. Some senior boys from the Home happened to be there also. One boy, [REDACTED], with a record of deviant behavior, reported that he had seen "Two shadows kissing" and that it must have been [REDACTED] and another boy from the Home, [REDACTED]. [REDACTED] called a meeting on this evidence at which [REDACTED], without an investigation, told [REDACTED] that she was sick and needed treatment. Within a week [REDACTED] had run away from the Home and was sent to Youth Training Camp. [REDACTED], who at first denied it, was spoken to by [REDACTED] who brought him to [REDACTED] office where he said that the incident did occur. It is to be noted that [REDACTED] worked for some time in that department with [REDACTED] and that she got the boys to behave themselves in areas where [REDACTED] had failed. She had also refused to cooperate with [REDACTED] his sexual remarks. [REDACTED] is a gifted care-giver, with three B's at 'A' Level from St. Joseph's Convent, St. Joseph. She ardently desires to work with children and has not yet been able to get another job. She has suffered immensely.

6. It would be helpful to examine the Board of Management of St. Dominic's Home. This Board is appointed by the Archbishop. [REDACTED] is the only voice from the Home. I know that the two highly qualified psychologists on the Board are not happy with the way things operate.

A few closing remarks:

- a) There is one Sister, [REDACTED], who is the accountant, who is highly respected by the staff.
- b) There is a serious water problem. The Fire Brigade regularly brings water for the Sisters' residence and for the kitchen, but the Units and departments are often without water and the children have to travel fairly long distances to get water in buckets.
- c) There is no staff room where the staff can have coffee, etc. available to them. Only the two Units have a stove. I promised to get an electric kettle for all the Departments, raised funds and gave these funds to [REDACTED] for this purpose.
- d) There should be more regular staff training programmes. I know that [REDACTED] thinks that this is a waste of time.
- e) The nursery needs to be looked into. The most important stage.

- f) I am very concerned about the type of young person produced by the Home. Going into the world at sixteen years of age is not easy. Some of the children, especially the girls are placed into private homes. Others, boys and girls, are placed in hostels. Others are sent back to their family.

Some young persons do quite well. Most do not. They are dysfunctional, find it difficult to survive, lack the security of a home or a job, are exploited by employers - and by other people. Many of the girls get pregnant soon after leaving the Home (the last two girls who left both got pregnant). Some turn to prostitution, male and female - often to survive.

I have journeyed, and am journeying, with quite a few of those young women and men. It is a stressful journey.

May God Bless you all in your efforts to improve the quality of life of the young people in our Homes!

Yours sincerely,

A large black rectangular box redacting the signature of the sender.

GUIDING PRINCIPLES

The principle outlined below are based primarily on legislation surrounding child care, and will guide activities, goals and programs of The Home.

Rights of A Child

- i. Every child has the right to live in clean, safe surroundings.
- ii. Every child has the right to receive adequate and appropriate medical care.
- iii. Every child has the right to receive adequate and appropriate food, clothing and housing.
- iv. Every child has the right to be free from physical abuse and inhumane treatment.
- v. Every child has the right to receive appropriate and reasonable adult guidance, support and supervision.
- vi. Every child has the right to receive education.
- vii. Every child has the right to enjoy freedom of thought and of conscience.
- viii. Every child has the right to reasonable enjoyment of privacy.
- ix. Every child has the right to his/her opinions heard, and to be included, to the greatest extent possible or appropriate, when decisions are being made affecting his/her life.

Children depend on adults to define and protect their rights. The most basic of all these is the right to equal respect; it is from this that all other rights flow. It is not our intention to abandon a child to its own devices, nor to give a child absolute power. Rather, we hope that by respecting children we can effectively teach them to respect others.

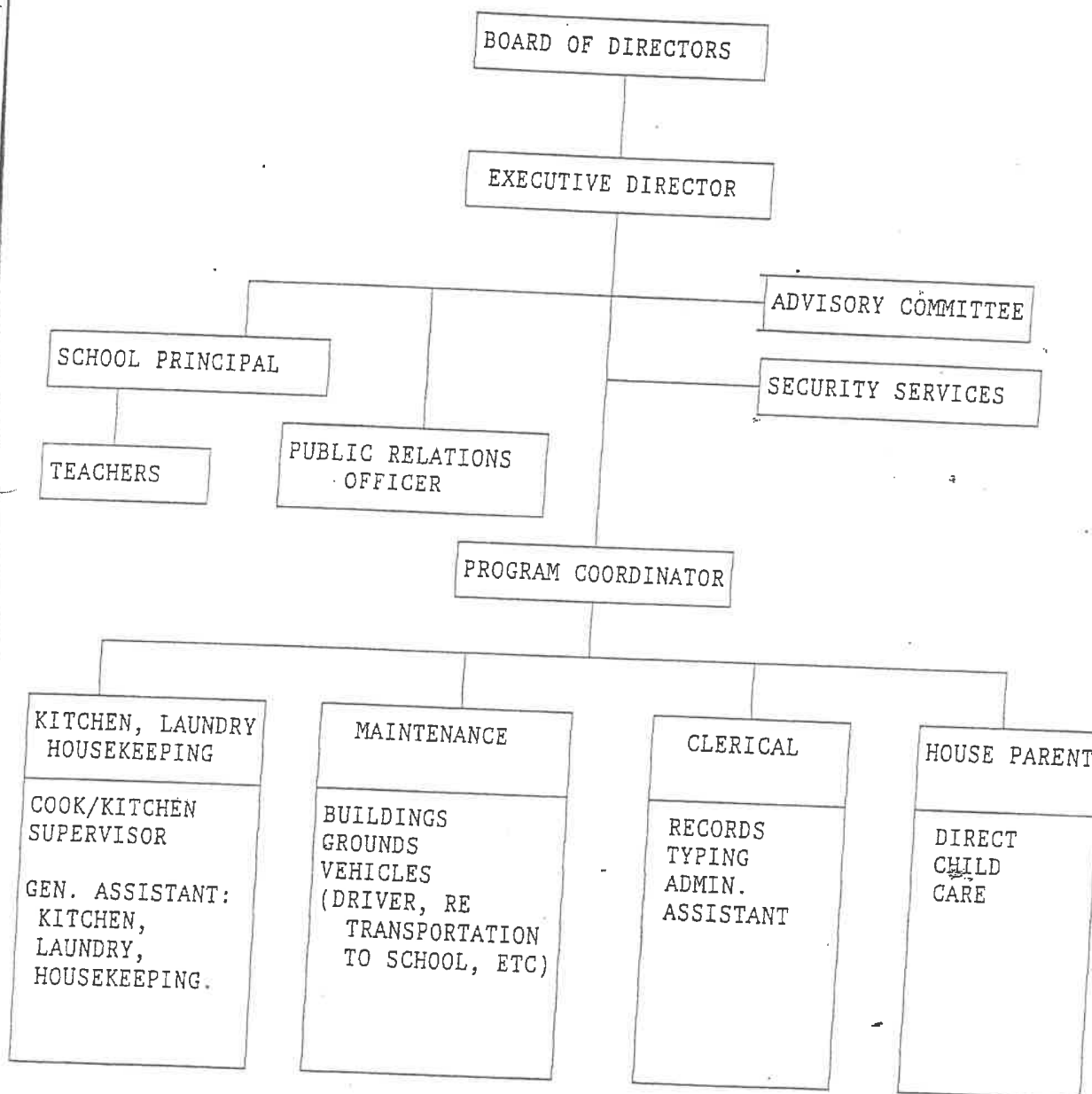
- * they have a safe place where they can stay
- * adults can help them deal with unacceptable behavior without being punitive, retaliatory or rejecting
- * they can receive protection and guidance in controlling their impulses until their own inner controls are established
- * they can have help with the problems at school, within the community or within The Home
- * they can have help to identify and work toward their goals

It will take the knowledge, experience, creativity, commitment and team work of all staff members to meet these challenges.

ORGANISATIONAL CHART

TRINIDAD CHRISTIAN CENTER CHILDREN'S HOME (PROPOSED) ORGANISATIONAL CHART

THE CHART GIVES A QUICK VIEW OF THE STRUCTURE OF THE ORGANISATION: DISTRIBUTION OF RESPONSIBILITIES, AND REPORTING RELATIONSHIPS:



JOB TITLE Program Coordinator

REPORTS TO Executive Director

DIRECTLY SUPERVISES: House parents and other
Direct Care Workers, kitchen and laundry
staff, Maintenance personnel, clerical and
administrative support staff.

Summary Supervises and coordinates operation of The Home

Responsibilities

- * Plans, directs and reviews workload and schedule of staff.
- * Reviews status of on-going work to ensure objectives and deadlines are being met. Modifies schedules as necessary.
- * Controls expenditures in accordance with budget allocations.
- * Ensure that all workers are acquainted with policies, procedures, rules and philosophy of Home.
- * Ensure adherence to all policies, procedures, rules and philosophy of Home.
- * Plans, conducts or arranges for orientation and training of personnel.
- * Confers with workers to resolve grievances and to promote cooperation and interest.
- * Approves leave requests.
- * Evaluates personnel performance on planned, ongoing basis.
- * Initiates disciplinary action in accordance with established policies procedures and practices of The Home.

- * In conjunction with Executive Director assists in recruitment of staff.
- * Ensures efficient management of all records, data and material.
- * Submits recommendations to Senior Management re repairs, equipment, furnishing and staff.
- * Assists staff, through individual and group conferences, in the analysis of specific programs, the understanding of program development and increasing use of individual skill.
- * Manage petty cash
- * Liaise with Multi-disciplinary advisory committees, government social and other clinical agencies to obtain specialist and other support as required

JOB TITLE

Child Care Worker

REPORTS TO

Program Coordinator

DIRECTLY SUPERVISES Children under their care

Responsibilities:

Section A:

1. Maintains a systematic, routine for the children in care including adherence to schedules, duty assignments and other activities.
2. Maintains awareness of children's activities at all times.
3. Ensures that children keep scheduled appointments, planned recreational and other approved activities, providing or arranging transport as needed.
4. Assists in the care of ill or injured children by accompanying them to medical; appointments, administering prescribed medications etc. All accidents and illnesses and signs of skin infections must be reported to immediate supervisor As soon as possible.
5. In coordination with other appropriate staff, plans and implements activities for special events eg. birthdays, holidays etc.
6. Trains, supervises and assists children in learning household responsibilities, including but not limited to house cleaning, making beds, washing, ironing, appropriate maintenance of wardrobes, cooking etc
7. Teaches development of internal controls by exercising appropriate discipline of children, utilization of established practices such as "time out" and facilitation of individual and group discussion.
8. Teaches and ensures good personal health care, hygiene, appropriate grooming and dress.

9. Provides an atmosphere that encourages academic growth through supervised study times, utilization of library and reference materials, and through regular discussions with school teachers.
10. Provides an appropriate role model for the children in dress, grooming, language and visible lifestyle.

Section B:

1. Ensures the safety of the children by responsible monitoring of their whereabouts, activities and the environment.
2. Reports immediately to the programme Coordinator any circumstances of suspected abuse or neglect of the children, or any other circumstances which may violate the rights of the children or the policies, practices and philosophy of the Home.
3. Provides verbal input and documentation on each child's progress and needs to appropriate staff.
4. Timely completion of logs, reports, medical logs etc.,
5. Maintains responsibility for expenditures, submitting all receipts in accordance with established practice.
6. Ensures responsible use of supplies, Home property etc.,
7. Assist other staff in emergency situations.
8. Attends all training sessions, conferences etc., to improve performance. □

JOB TITLE Maintenance / Caretaker

REPORTS TO Program Coordinator

DIRECTLY SUPERVISES No supervisory responsibilities

Responsibilities

- * Cleans, paints and maintains buildings and grounds
- * Attends to minor repairs and advise Management of repairs requiring specialized attention
- * Maintains shrubbery, gardens and general areas
- * May be required to assist in house cleaning duties
- * Ensures orderly storage of maintenance equipment, cleaning supplies
- * Reports to supervisor, using good common sense, any situations which require consideration in terms of safety, improvements, or maintenance of grounds and buildings.

JOB TITLE

General Assistant

REPORTS TO

Program Coordinator

DIRECTLY SUPERVISES No supervisory responsibilities

Responsibilities

- * Washes, irons and stores clothing, linens, etc. as directed by the Program Coordinator
- * Ensures proper utilization and maintenance of laundry equipment
- * Assists in general housekeeping (dusting, sweeping, mopping etc. of dormitories and bathroom facilities).

CONFIDENTIALITY

Due to the delicate nature of work with the children, and our responsibility to ensure confidentiality of all matters relating to the children, the following procedures will apply:

- a. Upon hiring, all employees will be required to sign an "Oath to Retain Confidentiality" form which will be placed in the employee's file. Thereafter, annually, the immediate Supervisor is responsible to review the confidentiality issue and have the oath re-signed. In this way, staff will be regularly reminded of the seriousness and necessity to retain confidentiality. Violation of Confidentiality may lead to dismissal.
- b. Notwithstanding (a) above, in a setting like The Home it is recognized that information concerning the children often needs to be shared with personnel such as social workers, family counsellors, and others in consultative, supervisory or administrative roles. Permission to obtain or reveal information must be granted by the Executive Director or Program Coordinator. Unless authorized by the designated authority, no files documents or information is to be released. This rule applies to all staff, volunteers, students and trainees.
- c. The Executive Director is the authorized contact person for any public media releases concerning The Home. If staff is asked for news items for publication in the newspapers, T.V. or radio, all requests must be referred to the Executive Director.

DISCIPLINE & CONDUCT

Positive interaction with children is the prime responsibility of all staff. The needs of the children of the Trinidad Christian Center Children's Home are the main reasons for the staff's presence and must always come first. All staff are expected at all times to be examples of mature adults. Any activity or behavior that contravenes the rules, policies or philosophy of The Home, or brings the organization into disrepute, shall be guilty of misconduct and is liable to disciplinary action.

It is Management's policy to be patient, sympathetic, fair and tolerant in the administration of The Home. Wilful, inexcusable, or persistent breaches of policies, regulations or philosophy of The Home will however be dealt with firmly and uniformly.

The following Rules of Conduct will apply:

1.
 - a. Arrive to work on time and remain until scheduled shift is over, unless arrangements has been made with your immediate supervisor.
 - b. Ensure an environment free from illegal drugs, alcohol, firearms or other weapons, cigarettes, gambling and other illegal activity.
 - c. Respect the confidentiality of information. Each employee will be required to sign an Oath of Confidentiality, upon hiring and annually thereafter. This will be placed on the employee's personal file.
 - d. Uphold the spirit and intent of The Home's policy and philosophy concerning corporal punishment of the children as well as the rights of the Child as outlined in Section 1: "Guiding Principles".
 - e. Ensure the provision of the children's basic needs of clothing, bedding, food and shelter.

GRIEVANCES

Staff who wish to air a grievance may do so following the established lines of accountability, assuming no satisfactory resolution is found at any given level:-

- * Immediate Supervisor
- * Program Coordinator
- * Executive Director
- * Board of Directors (or designate)

Ministry of Social Development

Survey of NGOs
in Receipt of
Government Subvention

SECTION 1

1. Name of Organisation TRINIDAD CHRISTIAN CENTER CHILDREN'S
..... HOME

2. Address Eastern Main Road, Sangre Chiquito, Sangre Grande.

3. Date Founded

1991	08	01
Year	Month	Day

4. Legal Status of Organisation

1. Incorporated

(i) ☒ Act of Parliament

(ii) ☐ Company's Ordinance

2. ☐ Presidential License

3. ☐ No Legal Status

5. When was your last
board meeting held?

1996	01	24
Year	Month	Day

6. List the composition of the Board

Name of Post

Name of Incumbent

1. CHAIRMAN
2. VICE CHAIRMAN
3. SECRETARY/TREASURER
4.
5.
6.

.....

.....

.....

.....

.....

.....

Question 6 continued

Name of Post

Name of Incumbent

7.
8.
9.
10.

7. When was your last Annual general meeting held?

1995	06	24
Year	Month	Day

8. Is the NGO an affiliate of some other Organisation? 1. ☒ Yes 2. ☐ No
If yes, state name TRINIDAD CHRISTIAN CENTER

9. State the services/programmes provided by your Organisation.

1. provide food, clothing, shelter for abused, neglected, orphaned
2. and abandoned children.
3. Provide for all the educational needs of these children
4. Provide psychological counselling etc.
5. Provide medical and dental care
6. Provide remedial special education program (on compound)
7.

10. Please state the number and gender of clients that your Organisation was established to service.

1. Number of Males 25
2. Number of Females 25
3. Total Number 50

11. State the age distribution of the clientele that your Organisation was established to service.

1. ☒ 0 - 19
2. ☐ 20 - 39
3. ☐ 40 - 59
4. ☐ 60 +

SECTION 2

Data requested in this section is directly related to the service(s)/programme(s) for which the subvention from the Ministry of Social Development is granted.

14. State services/programmes for which the subvention from the Ministry of Social Development is granted.

1. Provide food, clothing, shelter for abused, abandoned, orphaned
2. and neglected children
3. Provide all educational needs
4. Provide Medical and Dental care
5. Provide psychological counselling
6. Provide remedial Education Program
- 7.

15. Describe the facility which is currently being used to deliver the services/programmes.

1. Type of Structure i. ☒ Wood ii. ☒ Brick iii. ☐ Other
2. Age of Structure years old.
3. Total Floor Plan meters sq.
4. Floor Area used by Organisation meters sq.
5. Nature of Tenure i. ☒ Owned ii. ☐ Rented iii. ☐ Leased iv. ☐ Other

16. Please list the number of persons on your establishment.

Job Title	Main Functions	Salary (\$)	Number in Post	Volunteers	Paid Staff	Training & Experience Required
Program coordinator		1,600	1		1	Certificate & experience
Child care worker	Care for children	800	3		2	Certificate & Experience
Teaching Supervisor	Plan curriculum & teach children	900	1	1	1	Certificate & Experience
Teacher	Prepare lessons & teach children	800	2	1	1	Certificate & Experience
Kitchen Supervisor	prepare meals & plan menu	600	1	1		Experience
Kitchen Staff	prepare meals		1	1		Experience
Gen. Worker	upkeep of home					Experience

17. With regard to the services/programmes for which the subvention from the Ministry of Social Development is granted.

Please state the criteria governing access to the service(s)/programme(s)

1. Via placement through National Family Services and the Courts
2.
3.
4.
5.
6.
7.

18. Please provide information on persons who are currently employed or volunteers to provide the service/facilitate the programme.

Number	Job Title	Paid Staff	Volunteers	In Possession of Required Training & Experience			
				Paid Staff		Volunteers	
				Yes	No	Yes	No
1	Program coordinator	1		x			
3	Child care worker	3		x			
1	Teaching Superv.	1		x			
2	Teachers	1	1	x			
1	kitchen Superv.,	1				x	
1	kitchen staff		1				
1	Gen. Worker		1				

19. List your training needs if any.

Job Title	Training Required
1. Child Care Workers	Child development, psychology,
2.	effective communication & counselling
3. Teacher	Planning Curriculum & teaching the slow learner
4.	
5.	
6.	
7.	

20. Please state current staff to client ratio.
- | | |
|----------------|----------------|
| School | Child Care |
| 14:3 | 25:3 |
| Children:staff | Children:satff |

OATH TO RETAIN CONFIDENTIALITY

I, _____, do solemnly swear, that while an employee of The Trinidad Christian Center Children's Home and thereafter, to retain confidentiality on all matters pertaining to The Home. I understand the trust and faith placed in me as an employee and I promise to honor this. I will not divulge information except to those personnel who share responsibility for the children and also have been approved by Management to receive such information, and to those who have legal authority by virtue of legislative Act or Regulation.

To be reviewed upon hiring and annually thereafter.

Signature:

Witness:

_____ 19__	_____ 19__
_____ 19__	_____ 19__
_____ 19__	_____ 19__
_____ 19__	_____ 19__
_____ 19__	_____ 19__
_____ 19__	_____ 19__

TRINIDAD CHRISTIAN CENTER CHILDREN'S HOME

POLICY Re.VISITING

The Trinidad Christian Center Children's Home believes that it is important to maintain family contact when a child is separated from his/her family. Visits between the child and his/her family help the child to adjust to his/her new surroundings. Unless prohibited by the Court, family members will be encouraged to visit the child at least once a month, particularly at Christmas and birthdays.

Parents of children placed at the Home by the Court in cases of abuse, neglect or abandonment must seek visiting rights from the Court and present the relevant document to the Home when such rights have been approved.

GUIDELINES FOR VISITS:-

1. Requests for overnight visits or prolonged visits at the family home must be made to the Children's Home at least one week in advance. Such visits will be encouraged if it is deemed to be in the best interests of the child. There may be times when a visit will be postponed or an alternative date suggested. This may happen if there are significant behavioural problems with the child and he/she needs to re-establish self-control or if there is a pre-planned activity from which the child will strongly benefit.

2. Parents/Guardians are to notify Child Care Staff if the child is returning from his/her visit with extra money. Parents/guardians are also asked to notify staff of any significant events during the visit (eg. illness, conflicts, changes in the home environment etc.)

VISITS AT THE CHILDREN'S HOME ARE GOVERNED BY THE FOLLOWING RULES:-

1. Visiting hours shall be on Saturdays between 3-6 p.m. Visitors are asked to arrive on time and to leave at the designated hour, to avoid disruptions of the Home's activities.

2. For visits on special occasions, eg. birthdays, arrangements should be made at least three days in advance.

3. Visitors are asked to make their presence known to a Child Care Staff member upon arrival.

4. Visitors are asked to remain in the main living area, and not enter private living quarters unless approval is given by a Child Care Staff member.

5. BEFORE giving or promising to give gifts, money or food etc. to your child or any other child in the Home, please check with a Child Care staff member.

Do not make promises to your child or any other child unless you are fully capable of keeping those promises. Please advise a staff member of any such promises.

6. Alcohol use , drug use and smoking are STRICTLY PROHIBITED on the premises of the Children's Home. Violation of this rule or arrival at the Home in an intoxicated condition may result in being denied a visit and being asked to leave the premises.

7. Severe or frequent violations of the above guidelines may result in suspension of visitation at the trinidad Christian Center Childre's Home.



**GUIDELINES FOR
GRANT OF FINANCIAL ASSISTANCE
TO
NON-GOVERNMENTAL
ORGANIZATIONS**

Ministry of Social Development
March 1997

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GUIDELINES FOR GRANT OF FINANCIAL ASSISTANCE TO NON-GOVERNMENTAL ORGANIZATIONS

1. BACKGROUND

Government's policy with regard to the granting of financial assistance to Non-Profit Charitable organizations is limited to assistance with recurrent operational expenditure. Assistance in this regard is restricted to a maximum of 60% of the organization's annual operating budget. Consideration is given to grants of amounts in excess of the maximum, but this would only apply under the following conditions:

- i. there is proven demand for the service to be offered;
- ii. the need for the service is not being met by any other organization;
- iii. the organization is financially unable to meet the full recurrent cost of providing the service;
- iv. the availability of funds.

In special instances, financial assistance is granted for expenditure on capital one-off projects. This kind of assistance is determined by need, the availability of funds and demand for the service and is subject to terms and conditions as outlined in an agreement between the government and the organization. The quantum of the grant is also limited to a maximum of 60% of the estimated capital budget for the project.

No assistance is provided to fund private commercial ventures.

Assistance to Children's Institutions

In the case of the more traditional children's institutions eg St Mary's Children's Home and the St Michael's School for Boys, government's

policy is to continue to provide assistance to cover the annual operational budget of such institutions. In the case of the more recently established homes, government's assistance is calculated as a percentage of estimated/actual recurrent expenditure and is also based on the number of children in the home. Organizations with less than twenty (20) children receive 55% of annual recurrent expenditure. Those with 20 - 50 children 50%, while those catering for 50 - 100 children receive 45%. It is anticipated that the institutions with the greater number of children would benefit from the economies of scale.

Assistance to Homes for the Aged

The quantum of subvention granted to homes for the aged is based on the average cost of upkeep per annum, per individual. Homes with less than 20 persons receive 60% of that cost while those with 21 - 24 and 25 - 50 persons receive 40% and 33.3% respectively. It is anticipated that homes with the greater number of seniors would benefit from the economies of scale.

Assistance to Halfway Homes

The quantum of subvention granted to organizations which cater to victims of domestic violence is also calculated as a percentage of estimated/actual annual operational expenditure. The number of clients served is also taken into consideration. The maximum grant shall not exceed 60% of actual operational expenditure.

Other Organizations

All other organizations which are eligible to apply for a government subvention are restricted to a maximum of 60% of actual/projected recurrent expenditure, to be estimated in relation to the number of clients, type of services offered and the organization's ability to generate income from other sources.

2. A. CRITERIA FOR GRANT OF GOVERNMENT SUBVENTION

To qualify for a government subvention an organization must:

- i. register with the Ministry of Social Development/
pertinent Ministry by completing an appropriate form and
providing a copy of their rules or constitution and a list of
the names and addresses of their officers, as well as
evidence of records of accounts for at least one (1) year
immediately preceding its request for assistance;
- ii. be providing a service which improves the quality of life
of needy citizens. The service provided must be in
accordance with and complement government's social
policy objectives. The needy population includes, inter
alia:-
 - Children at risk of exploitation such as juvenile
offenders (abused, neglected, abandoned);
 - Socially displaced persons (vagrants/homeless);
 - Elderly persons;
 - Victims of domestic violence;
 - Persons with disabilities;
 - Chemically dependent persons;
 - The new poor;
 - Youth;
 - Women.
- iii. have been operating in the particular area of service for at
least one (1) year immediately preceding its request for
assistance (this period to be shortened/waived in special
cases, for example, in priority areas where no service
exists and where urgent need has been determined);
- iv. not be in receipt of an existing government subvention
for the same project. (An organization may be in receipt

of a subvention from another ministry, in such cases the organization must prove that the new application is for an entirely different project and is in no way related to the existing/previous subvention);

- v. demonstrate the capacity to mobilize funds from alternative sources and to manage these funds effectively and efficiently; it must, therefore, submit audited annual income and expenditure statements for the one (1) year period immediately preceding the date of application;
- vi. show evidence of having complied with requirements of appropriate legislation, eg in the case of Homes for the Aged - registration and requisite licence from the Ministry of Health;
- vii. Submit a detailed proposal on the project/service for which assistance is being sought;
- viii. be prepared to submit quarterly and annual reports on the organization's activities;
- ix. be prepared to allow authorized officers to visit to assess standard of service/care provided;
- x. enter into a legal agreement regarding the terms and conditions of the subvention prior to disbursement of funds.
- xi. have adequate administrative and technical capability to efficiently deliver its service.

B. GUIDELINES GOVERNING INCREASE IN SUBVENTION

In order for an application for increasing a subvention to be considered, the organization in receipt of the subvention must:

- i. have consistently adhered to all the terms and conditions of the original agreement concerning the existing subvention;
- ii. justify the need for the increase by convincing the Ministry that the increased funding would result in an improvement of the service offered or would be utilized to provide additional services;
- iii. Submit actual quarterly income and expenditure statements for the quarter prior to the date of request as well as estimates for the upcoming quarter; and
- iv. enter into a legal agreement regarding the terms and conditions of the new grant prior to disbursement of funds.

No application for an increase in/new subvention would be entertained before the completion of a two (2) year operational period.

C. **GUIDELINES GOVERNING REDUCTION OF SUBVENTION**

Organizations in receipt of subventions may have the quantum of their subventions reduced for the following reasons:-

- reduction in the number of clientele accessing the service/programme for which the subvention was provided;
- improvement in its ability to raise funds for operational expenses.

D. GUIDELINES GOVERNING DISCONTINUATION OF SUBVENTION

Disbursement of grants can be discontinued/suspended for any or a combination of the following reasons:-

- unacceptable standards of service;
- fraud;
- failure to submit evaluative reports and financial statements within the specified time frame;
- failure to comply with terms and conditions of the grant as stipulated in the agreement;
- refusal to grant access to authorized officers to view records/access standard of service/care provided by the organisation;
- non functioning of the organization as evidenced by absence of Management meetings.

E. CRITERIA FOR ASSISTANCE WITH CAPITAL PROJECTS

To qualify for consideration for assistance with capital projects the organization must meet all requirements as stated in items ii - vii of criteria for grant of Government Subvention and in addition:-

- a. Submit a detailed project proposal which justifies the need for expenditure on the project;
- b. provide approved plans for all aspects of the project where necessary;

- c. provide a financial plan to cover at least 70% of the budget for the project;
- d. be willing to allow site visits and project monitoring by authorized government officers;
- e. be willing to submit project status reports and financial statements as required;
- f. enter into a legal agreement regarding the terms and conditions of the grant before disbursement of funds.

F. PROCEDURE FOR REGISTRATION

In order to be registered with the Ministry of Social Development, NGO's are required to complete a Registration Form, a sample of which is shown hereunder, and submit the relevant documents i.e. a copy of the Rules/Constitution of the organisation and the previous year's Statement of Income and Expenditure. Registration forms are available at the Ministry's Head Office, First Floor, Salvatori Building and all the district Social Welfare and Probation Offices listed below. The completed forms can also be deposited at these offices.

Upon approval of registration, an official letter of registration will be issued.

SOCIAL WELFARE OFFICES

- | | |
|--|--|
| 1. Head Office
4th Floor, Salvatori Building
Frederick Street
Port of Spain | 2. 22 Abercromby Street
Port of Spain |
| 3. Main Road
Chaguanas | 4. 4 Furlonge Street
Point Fortin |

- | | |
|--|--------------------------------------|
| 5. Cunapo Road
Rio Claro | 6. 7 Lothians Road
Princes Town |
| 7. 100 Independence Avenue
San Fernando | 8. High Street
Siparia |
| 9. Toco Road
Sangre Grande | 10. 125 Eastern Main Rd
Barataria |
| 11. 195 Eastern Main Road
Tunapuna | 12. Bacolet Street
Tobago |

PROBATION OFFICES

- | | |
|--|--|
| 1. Head Office
23 Charlotte Street
Port of Spain | 2. Magistrate's District
Court
Broadway & Queen Sts
Arima |
| 3. Magistrate's District Court
Chaguanas | 4. Magistrate's District
Court
Church Street
Couva |
| 5. Magistrate's District Court
Brea Road
La Brea | 6. Magistrate's District La
Court
Mayaro |

7. Magistrate's District Court
High Street
Princes Town
Guayaguayare Roads
8. Magistrate's District
Court
Naparima Mayaro &
Rio Claro
9. Magistrate's District Court
Knox & Harris Streets
San Fernando
10. Magistrate's District
Court
Eastern Main Road
Sangre Grande
11. Magistrate's District Court
High Street & Coora Road
Siparia
12. Magistrate's District
Court
NIB Building Flr. 3
Eastern Main Road
Tunapuna
13. Magistrate's District Court
Hall of Justice
Bacolet Street
Tobago

JAYALAKSHMI HOME

Established - 17th February, 1985.

ALEXANDER STREET, LONGDENVILLE, TRINIDAD, W.I.

Phone:- 671 - 6559. Fax:- 1 (809) 645 - 6845.



The trees provide their fruits for the benefit of the world. The rivers flow for the good of the world. The cows yield milk for the sustenance of the world. This body is to be used to promote the welfare of others.

7th April, 1997.

Sri Swamiji

The Permanent Secretary,
Ministry of Social Development,
Salvatori Building,
Port-of-Spain.

Dear Sir/Madam,

I refer to your letter dated 7th February, 1997 advising that the Secretary of the Task Force will contact me to arrange for a visit to this Home.

I was out of the country from the 4th March to the 25th March.

Prior to my departure the Secretary of the Task Force did not contact me. The Manager of the Home, [REDACTED] was also out of the country.

During our absence the Treasurer of the Home, [REDACTED] duly informed Mrs. Seeta Beharry that we were out of the country.

Upon our return I was shocked to learn of the surreptitious visit to this Home by the Task Force and wish to register my strong protest to the manner in which certain members of the task force conducted themselves.

Their personal behaviour has left much to be desired and they have failed to act in a professional or responsible manner.

Upon my return I called the office of Mr. Sabga on two (2) occasions and he was out. I requested that he return my calls but he has refused and/or failed to do so.

I am therefore forced to put on record the feelings of my Board of Trustees, the staff and myself towards the said visit of the purported task force.

Without giving any notice whatever, on the 19th March, 1997 at about 10.10 a.m. Mr. Sabga and three (3) persons including Mrs. Seeta Beharry came to the Home and demanded entry to the premises.

Mr. Sabga spoke with [REDACTED] a staff member. He said that they were "from the government" and asked to check the building and do a routine check". He asked who was in charge and was told that [REDACTED] was in charge but she was out of the country."

He insisted on entering the premises and his group was allowed to enter. As is the procedure in this home visitors are required to sign the visitor's book. He refused to do so saying that he was "from the government."

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was as a Social Welfare Officer in 1966

7th April, 1996.

The Permanent Secretary

Cont'd.

[REDACTED] also made the vicious and malicious comment that they should close down the Home.

After Mr. Sabga and his entourage waited in the Manager's office for about one-half hour for the locksmith who did not turn up, they left. Before leaving the home however, Mr. Sabga and [REDACTED] gave their personal business cards to every member of staff and requested each of them to give them a telephone call.

Our teacher at the home [REDACTED] has since taken up a position with Mr. Sabga at his business place at E.D.C. Caribbean Limited, 18 A O'Meara Industrial Estate, Arima. A farewell party was held for her and she was also given a gift.

In the circumstances, I would like to know whether the purpose of the said visit to the home by that task force was to investigate and enquire into the affairs of this home or to act in a responsible manner in obtaining the best possible information in accordance with its terms of reference.

In any event, I would like to point out that whatever information was obtained by Mr. Sabga and his cohorts was in fact unlawfully obtained and cannot be relied upon or given as any authentic information in any report concerning this Home and the manner in which they sought to obtain such information was most wicked, biased and malicious.

They have betrayed the trust given to them by Cabinet and have abused their position as members of an important task force in so far as this Home is concerned which leaves one to wonder whether this Home which is a reputable private hindu institution fully supported by the Hindu and other communities of this country was targeted for abuse and humiliation.

We wish to advise the Honourable Prime Minister and the Honourable Minister of Social Development that we do have a wealth of knowledge and experience which could assist the government in formulating policies and we are still willing to be of assistance in this exercise.

Yours faithfully,

[REDACTED]

The Hon. Prime Minister
The Hon. Minister for Social Development
The Secretary to the Cabinet

TRINIDAD CHRISTIAN CENTER CHILDREN'S HOME

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AN OVERVIEW

GOAL STATEMENT

The Board of the Trinidad Christian Center Children's Home is committed to providing a stable and secure home neglected, abandoned and orphaned children. The Board and Staff must share in the determination to provide an environment that is free from fear, where the children are understood and their needs are met; and as far as possible, provide those experiences, values and role models that exist for children in well organized homes. It is the hope of the Board, that all the children of the Trinidad Christian Center Children's Home will mature into responsible, well adjusted citizens of Trinidad and Tobago.

PHILOSOPHY

The Board of the Trinidad Christian Center Children's Home is propelled by the vision outlined in our goal statement, and considers it critical that the staff and support workers of the Home embrace a common philosophy. In an effort to minimize any misinterpretations, a philosophical framework has been developed and will form the basis for all activities within The Home.

The care of children other than one's own is too often regarded as a superior type of domestic service. Care of the children at The Home should prove to be a satisfying and rewarding experience for both the children and the staff; and the spirit in which the worker approaches his/her task is critical to a general atmosphere of mutual trust, care respect and dignity.

Through its staff, physical facilities and program, The Trinidad Christian Center Children's Home will therefore attempt to create an environment that is favorable to the emotional, social and physical well being of the children. Children will be encouraged by the way in which they are treated, to feel that:-

- * they are respected and understood as individuals
- * people care about them and will take care of them

MINISTRY OF SOCIAL DEVELOPMENT

REGISTRATION FORM FOR NON GOVERNMENTAL ORGANIZATIONS

1. Name of Organization _____
2. Telephone No. _____ Fax No. _____
3. Address of Organization _____

4. Principal Officers
- | | | |
|----------|-----------|--------|
| Name: | Position: | Phone: |
| Address: | | |
| Name: | Position: | Phone: |
| Address: | | |
| Name: | Position: | Phone: |
| Address: | | |
| Name: | Position: | Phone: |
| Address: | | |
5. Date Organization was founded
- | | | |
|-----|-----|------|
| Day | Mth | Year |
|-----|-----|------|
6. Are you registered with any Government Agency?
- ☐ Yes (Name of Agency) _____ ☐ No
7. What was the date of your last Management meeting/ Annual General Meeting?
- | | | | | | |
|--------------------|-----|------|------------------------|-----|------|
| Management Meeting | | | Annual General Meeting | | |
| Day | Mth | Year | Day | Mth | Year |

8. What is the total membership of your organization?

9. Type of Organization (tick one)

☐

Religious

☐

Cultural

☐

Sporting

☐

Women

☐

Children/Youth

☐

Service

☐

Educational

☐

Community Based

☐

Other (specify) _____

10. Who are the persons/groups being reached by this organization?

☐

Pregnant Teens

☐

New Poor

☐

Chemically Dependent

☐

Women

☐

Socially Displaced

☐

Persons with disabilities

☐

Older Persons

☐

Unemployed

☐

Victims of Domestic Violence

☐

Children in need

☐

Young Offenders

☐

Other _____

(specify)

Please enclose the following documents:

(1) A copy of the Rules/Constitution of your Organization

(2) The previous year's Statement of Income & Expenditure

N.B. THE ABOVE DOCUMENTS MUST BE SUBMITTED IN ORDER FOR REGISTRATION TO BE APPROVED

Completed by: _____

Post: _____

Date: _____

FOR OFFICIAL USE ONLY

Document (1) submitted

Yes ☐

No ☐

Document (2) submitted

Yes ☐

No ☐

Received by

.....
(Name)

.....
(Post)

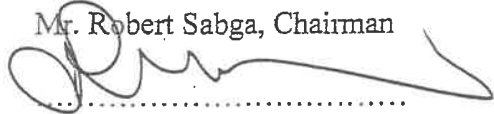
Comments

.....
..... Date

TEXT PREPARED BY MINISTRY OF SOCIAL DEVELOPMENT
PRINTED BY THE GOVERNMENT PRINTER, PORT-OF-SPAIN
REPUBLIC OF TRINIDAD AND TOBAGO—1997

The foregoing Report is herewith submitted for your consideration.

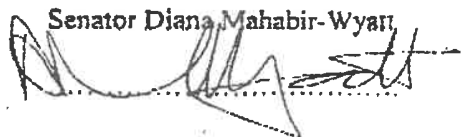
Mr. Robert Sabga, Chairman



Mr. Vasant Ramkisoon
(Absent from the country)

.....

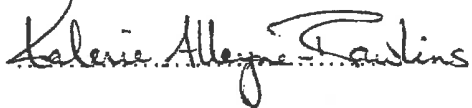
Senator Diana Mahabir-Wyan



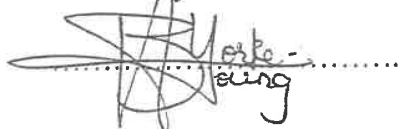
Mrs. Sita Beharry, Secretary
(On Leave)

.....

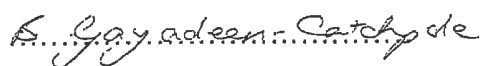
Mrs. Valerie Alleyne-Rawlins



Mrs. Halcyon Yorke-Young



Ms. Basdai Gayadeen-Catchpole



Floor Space - rate using the 1-5 scale

() Adequate () Inadequate

Comments:

Bed Space - rate using the 1-5 scale

() Adequate () Inadequate

Comments:

Common Room - rate using the 1-5 scale

() Space () Furniture () Facilities

Comments:

CONDITION OF BUILDING

Condition - rate using the 1-5 scale

() Satisfactory () Unsatisfactory

Comments:

Lighting - rate using the 1-5 scale

() Natural () Artificial () Adequate () Inadequate

Comments: _____

Ventilation - rate using the 1-5 scale

☐ Natural ☐ Artificial ☐ Adequate ☐ Inadequate

Comments: _____

Condition of Yard - rate using the 1-5 scale

☐ Paved ☐ Unpaved ☐ Satisfactory ☐ Unsatisfactory

Comments: _____

Conditions of Drain - rate using the 1-5 scale

☐ Clean ☐ Clogged ☐ Satisfactory ☐ Unsatisfactory

Comments: _____

SAFETY - rate using the 1-5 scale

Environment ☐ Free of hazards ☐ visible hazards

Safety Drills ☐ Not Conducted ☐ Conducted

Fire Extinguishers ☐ Available ☐ Unavailable
 ☐ Adequate Numbers ☐ Functional

Fire Escape ☐ Accessible ☐ Not accessible

Comments: _____

REFUSE DISPOSAL - rate using the 1-5 scale

	☐ Burn	☐ Area Scavenged	☐ Satisfactory
	☐ Bury	☐ Unscavenged	☐ Unsatisfactory
Sewage Disposal	☐ Sewer System	☐ WC System Septic	☐ Pit System

Comments: _____

TOILET PROVISION - rate using the 1-5 scale

No. of Operational Lavatory basins	☐ Adequate	☐ Inadequate
Male	☐ Sanitary	☐ Unsanitary
Female	☐ Sanitary	☐ Unsanitary
Operational Urinal Provision	☐ Yes	☐ No
	☐ Sanitary	☐ Unsanitary

Comments: _____

WATER SUPPLY - rate using the 1-5 scale

☐ Taps	☐ Stored
☐ Standpipe	☐ Truckborne

Comments: _____

HEALTH CARE - rate using the 1-5 scale²

Nutrition () Adequate () Inadequate

Comments: _____

Child Care Plan () Available () Unavailable

Comments: _____

Evidence of growth monitoring () Present () Absent

Comments: _____

System for treating Accidents/Emergencies () Present () Absent

Comments: _____

System for meeting special needs () Adequate () Inadequate

Comments: _____

What formal mechanism is in place for seeking professional expertise to address special needs?
.....
.....
.....

ADMINISTRATION

Financial Management

Subvention () Yes () No
() Adequate () Inadequate

Other sources of Revenue () Yes () No

If Yes, explain _____

Financial Report Audited () Yes () No

Bank Account Established () Yes () No

Name of Bank _____

Annual Reports Submitted () Yes () No

A stock control (inventory management) system which facilitates ordering and stocktaking exists. () Yes () No

Supplies are purchased according to standard specification. () yes () No

ADMISSION/MONITORING

1 Compliance () Yes () No

Has the Institution complied with admission policy and screening procedure? () Yes () No

Comments: _____

2 Route of Admission

2:1 No. admitted through the Court system at children's home.

- 2:2 Nature of application before the court
- 2:3 No. admitted through the Court system at Industrial Schools
- 2:4 Nature of application before the Court
- 2:5 No. admitted based on no parent or guardian at home
- 2:6 No. admitted via other route
- 2:7 No. admitted to industrial schools outside the Court system
- 2:8 No. committed to industrial schools "beyond control"

Comments: _____

3 Route of Discharge

- 3:1 No. of children absconded
- 3:2 No. discharged permanently/ temporarily
- 3:3 No. discharged by fit person order

Comments: _____

4 Procedural Matters - Re: Accountability:

- 4:1 On what basis are children sent on home leave and on whose authority _____
- _____
- _____
- _____

Comments: _____

4:2 What follow up action is taken if children fail to return from 'home leave'

Comments:

4:3 What follow-up action is taken by school authorities with respect to absconders from industrial schools

Comments:

4:4 What system is in place for monitoring daily activities of children to and from school:

Comments:

4:5 Is there an established system for head count on a daily basis

Comments:

PROVISION OF SERVICES

Staffing

- 1 Service is managed by suitably qualified persons () Yes () No

Comments:

- 2 Staff members are trained or certified as required () Yes () No
If no, what plans are in place for addressing the situation.

- 3 What is the ratio of teaching staff to school population ?.....

- 4 What is the ratio of administrative staff to residential population?.....

- 5 What procedure is used for reviewing service practices ?.....

- 6 Written job descriptions exists, which specify qualification () Yes () No
or experience, functions, responsibilities and
accountability for the positions.

If no, please explain

MECHANISM FOR DEALING WITH ABUSE

- 1 What mechanisms are in place to identify and treat children who are abused *within the inst.:*
.....
.....
.....
- 2 What policies and procedures exist for addressing perpetrators?
.....
.....
.....
- 3 What action is taken when abuse occurs outside the school setting - eg: cases of absences
.....
.....
.....

QUALITY CONTROL

- 1 Policies are available for the storage and handling of food () Yes () No
Comments:
.....
.....
- 2 Quality and quantity of food supplies are checked () Yes () No
Comments:
.....
.....
- 3 Storage facilities are clean, hygienic () Yes () No
Comments:
.....
.....

4 - Temperature is appropriate for food storage

() Yes () No

Comments:

5 Food is not consumed after expiry date

() Yes () No

Comments:

6 Holding times of prepared foods are minimised to preserve nutritional value and acceptability

() Yes () No

Comments:

7 Food which may contaminate each other are stored separately

() Yes () No

Comments:

8 There are written guidelines for the cleaning of all areas and equipment

() Yes () No

Comments:

9 Facilities are available within the kitchen for handwashing

() Yes () No

Comments:

10 Menus are planned to meet the nutritional needs of () Yes () No
of the children

Comments:

11 There is a continuing programme of pest and vermin () Yes () No
control

Comments:

COMMUNICATION

Comments:

PHOTOGRAPH OF THE CHILD

PHOTOGRAPH OF THE PARENT

CHILDREN'S HOME

Admission Form

Name of Home:

Reg. No:

1. Name:

2. a) Sex: Male Female

Date of Birth:

b) Race:

c) Religion:

3. Address:

4. Mother's Name (also)
(alias)Address if different
from above

Previous Address

Occupation

Date of Birth:

Age:

5. Father's Name (also)
(alias)Address if different
from above

Previous Address

Occupation

Date of Birth:

Age:

6. Guardian's Name (also)
(alias)

Address if different

Previous Address

Occupation

Date of Birth:

Age:

Next of Kin

Relationship

Address

Occupation

Date of Birth:

Age:

8. Other Children in the Family
(under 18 years)

Address

Date of Birth

9. Names of Adults in the Home

Occupation

Age

Sex

Relationship

10. Education

Name all Schools attended
(in chronological sequence)

Grade when leaving

Reason for leaving

School Report:

11. Has child been admitted to any institution before,
if so state institution, address, date and year.

12. Has child ever committed any serious
offence? Please attach juvenile records
(if any)

13. Informant

Address

Time

Telephone Number

14. Relationship to Child (if any)

Referral Date

[illegible]

15. Circumstances that have contributed/created need for intervention:

.....

.....

.....

.....

.....

16. Social History:

[illegible]

17. Health Questionnaire:

1. Is the child normally healthy?

Yes

No

Dont Know

2. Does he eat well?

1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 32 33 34 35 36 37 38 39 40 41 42 43 44 45 46 47 48 49 50 51 52 53 54 55 56 57 58 59 60 61 62 63 64 65 66 67 68 69 70 71 72 73 74 75 76 77 78 79 80 81 82 83 84 85 86 87 88 89 90 91 92 93 94 95 96 97 98 99 100 101 102 103 104 105 106 107 108 109 110 111 112 113 114 115 116 117 118 119 120 121 122 123 124 125 126 127 128 129 130 131 132 133 134 135 136 137 138 139 140 141 142 143 144 145 146 147 148 149 150 151 152 153 154 155 156 157 158 159 160 161 162 163 164 165 166 167 168 169 170 171 172 173 174 175 176 177 178 179 180 181 182 183 184 185 186 187 188 189 190 191 192 193 194 195 196 197 198 199 200 201 202 203 204 205 206 207 208 209 210 211 212 213 214 215 216 217 218 219 220 221 222 223 224 225 226 227 228 229 230 231 232 233 234 235 236 237 238 239 240 241 242 243 244 245 246 247 248 249 250 251 252 253 254 255 256 257 258 259 260 261 262 263 264 265 266 267 268 269 270 271 272 273 274 275 276 277 278 279 280 281 282 283 284 285 286 287 288 289 290 291 292 293 294 295 296 297 298 299 300 301 302 303 304 305 306 307 308 309 310 311 312 313 314 315 316 317 318 319 320 321 322 323 324 325 326 327 328 329 330 331 332 333 334 335 336 337 338 339 340 341 342 343 344 345 346 347 348 349 350 351 352 353 354 355 356 357 358 359 360 361 362 363 364 365 366 367 368 369 370 371 372 373 374 375 376 377 378 379 380 381 382 383 384 385 386 387 388 389 390 391 392 393 394 395 396 397 398 399 400 401 402 403 404 405 406 407 408 409 410 411 412 413 414 415 416 417 418 419 420 421 422 423 424 425 426 427 428 429 430 431 432 433 434 435 436 437 438 439 440 441 442 443 444 445 446 447 448 449 450 451 452 453 454 455 456 457 458 459 460 461 462 463 464 465 466 467 468 469 470 471 472 473 474 475 476 477 478 479 480 481 482 483 484 485 486 487 488 489 490 491 492 493 494 495 496 497 498 499 500 501 502 503 504 505 506 507 508 509 510 511 512 513 514 515 516 517 518 519 520 521 522 523 524 525 526 527 528 529 530 531 532 533 534 535 536 537 538 539 540 541 542 543 544 545 546 547 548 549 550 551 552 553 554 555 556 557 558 559 560 561 562 563 564 565 566 567 568 569 570 571 572 573 574 575 576 577 578 579 580 581 582 583 584 585 586 587 588 589 590 591 592 593 594 595 596 597 598 599 600 601 602 603 604 605 606 607 608 609 610 611 612 613 614 615 616 617 618 619 620 621 622 623 624 625 626 627 628 629 630 631 632 633 634 635 636 637 638 639 640 641 642 643 644 645 646 647 648 649 650 651 652 653 654 655 656 657 658 659 660 661 662 663 664 665 666 667 668 669 670 671 672 673 674 675 676 677 678 679 680 681 682 683 684 685 686 687 688 689 690 691 692 693 694 695 696 697 698 699 700 701 702 703 704 705 706 707 708 709 710 711 712 713 714 715 716 717 718 719 720 721 722 723 724 725 726 727 728 729 730 731 732 733 734 735 736 737 738 739 740 741 742 743 744 745 746 747 748 749 750 751 752 753 754 755 756 757 758 759 760 761 762 763 764 765 766 767 768 769 770 771 772 773 774 775 776 777 778 779 780 781 782 783 784 785 786 787 788 789 790 791 792 793 794 795 796 797 798 799 800 801 802 803 804 805 806 807 808 809 810 811 812 813 814 815 816 817 818 819 820 821 822 823 824 825 826 827 828 829 830 831 832 833 834 835 836 837 838 839 840 841 842 843 844 845 846 847 848 849 850 851 852 853 854 855 856 857 858 859 860 861 862 863 864 865 866 867 868 869 870 871 872 873 874 875 876 877 878 879 880 881 882 883 884 885 886 887 888 889 890 891 892 893 894 895 896 897 898 899 900 901 902 903 904 905 906 907 908 909 910 911 912 913 914 915 916 917 918 919 920 921 922 923 924 925 926 927 928 929 930 931 932 933 934 935 936 937 938 939 940 941 942 943 944 945 946 947 948 949 950 951 952 953 954 955 956 957 958 959 960 961 962 963 964 965 966 967 968 969 970 971 972 973 974 975 976 977 978 979 980 981 982 983 984 985 986 987 988 989 990 991 992 993 994 995 996 997 998 999 1000 1001 1002 1003 1004 1005 1006 1007 1008 1009 1010 1011 1012 1013 1014 1015 1016 1017 1018 1019 1020 1021 1022 1023 1024 1025 1026 1027 1028 1029 1030 1031 1032 1033 1034 1035 1036 1037 1038 1039 104

3. Has child ever been hospitalised?

Weeks	Control (○)	100 mg/kg/day (●)	200 mg/kg/day (■)
0	10.0	10.0	10.0
2	9.5	9.5	9.5
4	9.0	9.0	8.5
6	8.5	8.5	7.5
8	8.0	8.0	6.5
10	7.5	7.5	5.5
12	7.0	7.0	4.5

3a. If yes. What was the cause of hospitalisation:

Figure 1 is a line graph showing the change in the number of individuals in the 1st, 2nd, and 3rd stages of the life cycle of the European spruce sawfly (*P. abietis*) over 10 years. The Y-axis represents the number of individuals (0 to 1000). The X-axis represents the year (1 to 10). The 1st stage (solid line) starts at 1000 and decreases to 0. The 2nd stage (dashed line) starts at 0 and increases to 1000. The 3rd stage (dotted line) starts at 0 and increases to 1000.

b. When was child hospitalised?

Year	Actual (%)	Projected (%)
1950	7.5	-
1955	8.0	-
1960	8.5	-
1965	9.0	-
1970	9.5	-
1975	10.0	-
1980	10.5	-
1985	11.0	-
1990	11.5	-
1995	12.0	-
2000	12.5	12.5
2005	-	13.5
2010	-	14.5
2015	-	15.5
2020	-	16.5
2025	-	17.5
2030	-	18.0
2035	-	18.5
2040	-	18.5
2045	-	18.5
2050	-	18.5

4. Does child attend any clinic, hospital out-patient department etc?

Number of days of exposure to a 12-hour shift (X)	Number of days of exposure to a 12-hour shift (Y)
1	1.5
2	2.5
3	3.5
4	4.5
5	5.5
6	6.5
7	7.5
8	8.5
9	9.5
10	10.5

4a. If yes Name and Address of Clinic: Clinic Number

5. Is child immunised? Yes No Dont Know
..... Attach Card

a) Where was immunisation done (if card not available)
.....

6. Does child have any physical disabilities if yes. Please state. Yes No Dont Know
.....

7. Does child see well? Yes No Dont Know
.....

8. Has his vision ever been tested? Yes No Dont Know
.....

9. Does the child need spectacles? Yes No Dont Know
.....

10. Does child hear well? Yes No Dont Know
.....

11. Has child's hearing been tested? Yes No Dont Know
.....

12. Does child suffer from Asthma? Yes No Dont Know
.....

a) If yes. Does he have to have medication all the time? Yes No Dont Know
.....

b) What medication does he take?
.....

13. Does child have allergies Yes No Dont Know
.....

a) If yes. Please state what child is allergic to.
.....

14. Does child have any illness at this time? Yes No Dont Know
.....

a) If yes. Please state.
.....

15. Has child ever had:

Scabies

Malnutrition or Marasmus

Gastroenteritis

Tuberculosis

Measles

AIDS

16. Has child ever had any other infectious disease?
If yes. Please state.

.....
.....

17. Have you ever been told that child suffers from:

- a) Heart Disease.
- b) Kidney Disease.
- c) Liver Disease.
- d) A disease of his Nervous System.

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

If yes. Please give details.

18. Has child ever had any other serious illness.

To be Completed by Clinic Doctor

NAME:

DATE OF BIRTH;

SEX:

HEIGHT:

WEIGHT:

GROWTH CHART:

Evidence of Abuse/Neglect

Type of Abuse

	Present	Absent
Physical	Yes	No
Sexual		
Emotional		
Neglect		

Physical

Sexual

Emotional

Neglect

1) Prematurity

2) Mental Retardation

3) Emotional Disturbance

4) Please note any other significant finding that should be shared with home personnel.

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

Physical Examination done by:

Name:

Qualifications:

Date:

Clinic or Other:

Address:

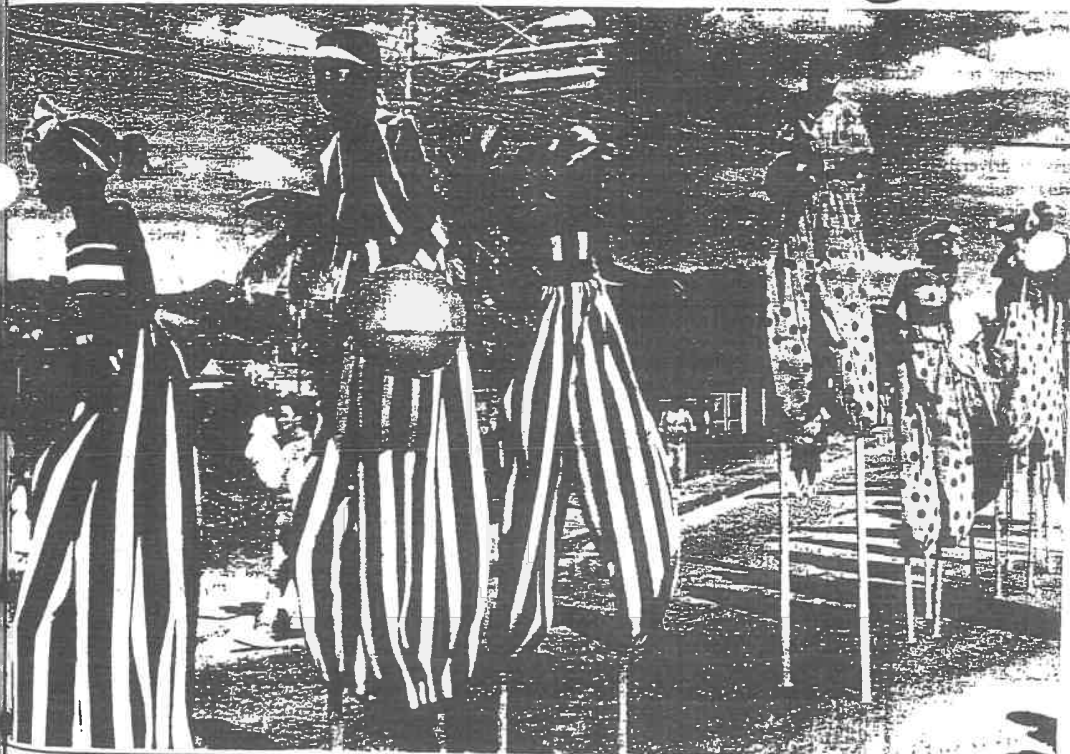
Clinic No:

AFRICAN *Option*

NO. 7 JANUARY / FEBRUARY, 1997

\$3.00 (VI)

A HELL HOUSE CALLED ST. JUDE'S



Moko Jumbies, a Symbol of the African Contribution to Trinidad & Tobago and world Carnivals (See page 24 - Who Reaps the Harvest)

THE ST JUDE'S HOME FOR GIRLS IN BELMONT is supposed to be a Reform Institution. However, according to two inmates, the existing conditions do not convey that feeling amongst them.

Faced with a number of alleged problems that range from bad food rations, to rat infested dormitories: their lives seem like living hell. These girls whose ages range from 11yrs- 18yrs old, become inmates for various reasons. Some are brought there for having committed criminal offenses. Others were victims of a criminal act, most times they are sexually abused victims. However, they too are faced with the same hazardous conditions that allegedly exist in that Hell-House called St. Jude's. For most of these girls their trauma does not begin at the Home but intransit, via the various Police Stations. The simple chore of transportation from a Police Station to the Belmont institution, sometimes could take the better part of three days. Girls whose only crime was the fact that some sick relative sexually abused them, were made to spend days at some Police Station, awaiting transportation. It is no surprise that they either return home to the abuse or end up on the streets.

Their transportation woes with the Police usually follow them into the Home, if they have matters before the Courts. It is said that the Police (continued on page 3)

MISCONCEPTION ABOUT ORISA

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PROJECTS A GOOD IMAGE

What's Inside

Hypocrisy - A Fertilizer for Racism	PAGE 4
Nation's Youth - Stock in Crime Industry	PAGE 4
Crescentile Tears	PAGE 5
Saga of the Sharks and Sardines	PAGE 10
Back to the Future Part VI	PAGE 11
African Names and Language	PAGE 17
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JANUARY / FEBRUARY, 1997

meal on a daily basis.

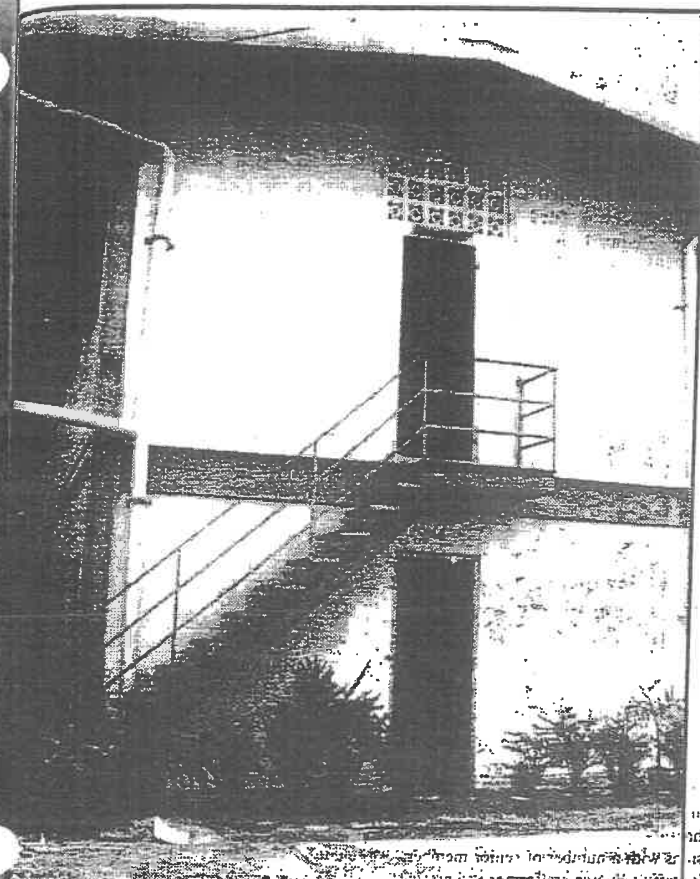
'Accommodation is also a problem, as there is a serious shortage of beds at the institution. Two persons now occupy one bed, some sleep on pieces of foam on the floor, while others just lie on a sheet on the floor. Then there is the problem of cockroach and rat infestation. It is not uncommon for kitchen staff to cut off parts of bread that was bitten by rats, then serve the remainder to the inmates.

There is a serious health problem among the girls; some of whom are infected with skin rashes. There was an instance when one girl had her hair sprayed with Bop insecticide to rid it of lice. Clothes and wares are washed with blue soap, disinfectant is a rare commodity at St. Jude's. There is no Sick Bay, so the threat of an epidemic is always present.

Sometime during the middle of this year victimologist Robert Sabga visited the institution and got a first hand view of the girls plight. Some of the inmates who spoke to him were sent to the Women's Prison at Golden Grove; under the pretext that they attempted to burn down the Home.

At Golden Grove the girls are exposed to a den of vice and lesbianism which is a popular night time activity at St. Jude's, where security is another problem. There is only one aged man with a baton who serves as a security guard. One night a gang of youths came to the Home, one of them placed a gun to the head of a supervisor, through the fancy blocks and demanded the keys to the premises. The lady had to throw herself to the ground to escape the danger. The sense of hopelessness that exists must not be allowed to continue. There

must be some level of hope for a change from the present system. These girls must not feel that all is lost for them. They must be given the opportunity to make something of their lives. If these girls have no future then, our country will head further down the road to crime and decadence.



A Picture of St. Jude's Home

A HELL HOUSE CALLED ST. JUDE'S

(Our Story continued)

a popular line of excuse that they use in the Courts: "the child was sick" although the girl would have been dressed since early morning for her date in the evening. There is also the situation of a supervisor who accompany the girls to the Courts, to ensure that they do not reveal the bad conditions, under which they live. Other areas of grave concern amongst the girls are the poor quality of their meagre rations, dehumanizing sleeping accommodations and unacceptable health and sanitation standards. On an average day breakfast, inmates are fed bread and butter, with sugar-water or Bayleaf tea and milk. They are served milk on Wednesdays and Fridays which are the best days.

The dinner usually consist of bread with butter or margarine, served with chicken foot, or peas and rice. For the girls, as they could be served that are usually stale, sometimes

even rancid.

The management of the Home sometimes accepts donations of food-stuffs that are not suited to the girls' best health. During last years' Carnival season over twenty girls were treated for food poisoning, after having eaten salt fish buljol; which was donated by a top Port of Spain hotel. There is no kitchen staff on Sundays, therefore, the girls have to cook their own food. Also they do not have the luxury of a resident nutritionist.

The Institution is a government funded facility, that is managed by the Denominational Board, which means that management is comprised of members of the christian flock. In this case, catholic nuns are in charged. People whom one would perceive to project understanding and compassion for the girls' plight.

The girls complain that although the storeroom is always filled with food the inmates do not benefit from it. This is not the case with the nuns, who have no problems, they are always served their daily balanced diet. Inmates wonder why they cannot enjoy at least, one proper

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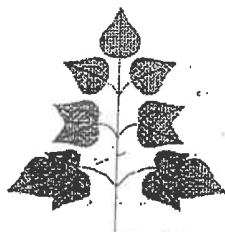
Cor. Park & Main Streets, P.O.S.
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MINISTRY OF HEALTH

IDC Building
10-12, Independence Square
Port-of-Spain

DIRECTORATE OF QUALITY MANAGEMENT

Tel. 1-809-627-0012 Ext. 401
Fax: 1-809-623-9528

March 11, 1997

[REDACTED]
County Medical Officer of Health
St. George (West)
Divisional Health Office
122-124, Frederick Street
Port-of-Spain

RE: HEALTH SITUATION AT ST. JUDES HOME

This is to inform you that a review of the operations at St. Jude's home was conducted by the Cabinet appointed Task Force on Tuesday 4th March, 1997. Assessment of the environment and information received from the children have led the team to conclude that there is need for a health assessment to be conducted on children at the home.

We will appreciate if you can arrange to have the following children assessed as soon as possible: [REDACTED]; [REDACTED]; [REDACTED]; [REDACTED]; [REDACTED]; [REDACTED]; [REDACTED] and [REDACTED]

Some of these children communicated having a history of heart disease, high fever, and dysfunctional bleeding.

Your co-operation will be greatly appreciated.

Yours faithfully,

Valerie Alleyne-Rawlings
Manager
Directorate of Quality Management

CC: Mr. Robert Sabga
Chairman
Cabinet appointed Task Force



MINISTRY OF HEALTH

IDC Building
10-12, Independence Square
Port-of-Spain

DIRECTORATE OF QUALITY MANAGEMENT

Tel. 1-809-627-0012 Ext. 401
Fax: 1-809-623-9528

March 11, 1997

[REDACTED]
Medical Officer of Health
Port-of-Spain City Council
Knox Street
Port-of-Spain

**RE: ENVIRONMENTAL SANITATION ISSUE AT
ST. JUDES HOME**

This is to inform you that Cabinet appointed a Task Force to review the operations of childrens' homes. See appended information..

An inspection conducted at St. Judes home on Tuesday 4th March, 1997, revealed poor environmental sanitation as evidence by rodents and vermin in the dormitories and store room; leaking faucets in some bath facilities; poor condition of all toilet facilities and clogged drain at the back of the premises.

The Task Force is requesting that you arrange for inspection and appropriate intervention of the Institution at your earliest convenience.

Thank you for your co-operation.

Yours faithfully,


Valerie Alleyne-Rawlings
Manager
Directorate of Quality Management
Member of Task Force

CC: Mr. Robert Sabga
Chairman
Cabinet Appointed Task Force



TELEPHONE Nos. (31121 and 31127)

No.

Public Health Department,
City Hall,
Knox Street,
Port of Spain,
Trinidad.

April 15, 1997

Director of Quality Management
Ministry of Health
10 - 12 Independence Square
Port of Spain

Dear Sir/Madam

Environmental Sanitation Issue at St. Jude's Home

A Report on Inspection conducted at the St. Jude's Home on Tuesday 18th March, 1997 by our Public Health Inspectors is attached.

Another visit was made on Thursday 25th march, 1997. See Report attached.

Yours faithfully


.....
Dr. Daniel Chang
Public Medical Officer of Health

Encs.

MEMORANDUM

Ref. No. _____

Public Health Department,
City Hall,
35 Frederick Street,
Port of Spain.

1997 April, 08th.

SUBJECT: Re: Environmental Sanitation - St. Jude's Home -
Belmont Circular Road, Belmont.

TO: City Medical Officer of Health

u.f.s. P.H.I. IV, P.H.I. III

An inspection conducted at St. Jude's Home on Tuesday 18th March, 1997 by myself and P.H.I. III, [REDACTED] revealed no evidence of poor environmental sanitation as stated by the cabinet appointed Task Force to review the operations of childrens homes. See copy attached. .

At the time of inspection no evidence of rodent nor vermin infestation were observed in the dormitories and store room. However, there were some German cockroaches in the kitchen area of the Carmel House unit. Insecticides are currently being used to abate this nuisance.

The toilet facilities at this institution were generally in a satisfactory state of repair save and except for a few missing seat and tank covers. Information is that the children continually break these covers by stepping on them. As a result continous replacement has become necessary. No evidence of leaking faucets in the bath facilities were observed.

In addition at the time of inspection maintenance workers were actively engaged in clearing a clogged drain under the front main building. This exercise was successfully completed in our presence.

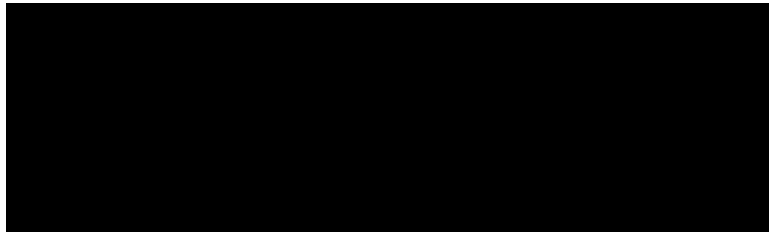
A re-visit was made on Thursday 20th March, 1997 and insecticidal powder given to the attendants at the Carmel House for use in getting rid of the German cockroaches. The attendants were also advised on its proper application. Information received at this institution also indicated that personnel form the Insect and Rodent Control Units of the P.O.S. Corporation make visits on a weekly basis.

.....2/

- 2 -

Generally this institution is being satisfactorily maintained bearing in mind it's age and the very sensitive nature of the services it provides.

Respectfully Submitted



[REDACTED]
[REDACTED]
FROM: [REDACTED]

TO: MR. ROBERT SABGA

DATE: 2/7/97

SUBJECT: REPORT OF INCIDENTS AT ST. JUDE'S HOME

Sir,

I report for your information that around 3:30 p.m. on Sunday 22nd December, 1996 I went to visit [REDACTED] at the St. Judes Home For Girls, Belmont Circular Road, Belmont. [REDACTED] is an inmate at the Home. She was placed there having ran away from the Tacarigua Orphanage.

On my arrival at the Home, [REDACTED] asked me into her office and immediately asked me, "What you coming her to [REDACTED] for? You feel [REDACTED] is people, she's nobody. She came from the Orphan Home. All she has is a pretty face. She's nothing. She's no good and deserves nothing." Then she said, "That's all."

I then left the office and gave the child some toiletries, groceries and a Christmas gift, sat with her awhile and I left.

On Sunday 26th January, 1997 at around 10:00 am I went to the St. Judes Home to take some things to [REDACTED], as I entered the Home and was about to hand a bag of groceries to [REDACTED], [REDACTED] walked up and snatched the things, and also snatched a list of things from the child's hand that she was about to hand me. She started pointing in [REDACTED] face and started berating

her in front of me and all the parents and visitors present. Then in front of everyone present, she started to point in my face and in a very loud tone told me, "I am not afraid of you. I'm not afraid of no police, no Police Commissioner, no Magistrate, nobody. You are no dam good. I tell you don't come here to [REDACTED] and further more, don't cross your foot back in the institution. You can't see [REDACTED] or none of the girls here. I am in charge and you could go back to the papers if you want and report me. Nobody could move me from here."

I did not respond by telling her anything. I felt embarrassed seeing that this was done in front of people present. It was embarrassing to me as a Police Officer and further to this, every Sunday morning at 10:00 am, I would usually assist [REDACTED] with the Choir at St. Judes. So all of this was cut off.

It appears that I was blamed for the articles on the St. Judes Home that appeared in the Mirror and the Bomb.

On the 28th June, 1997 was [REDACTED] Birthday and I called the Home at about 10:00 am the morning to ask if I could bring [REDACTED] cake and a gift for her birthday, and [REDACTED] answered the phone and told me to call back later. [REDACTED] was not there and she could not let me come without the Sister's permission. I called five times, my last call was at 6:00 p.m. the said Saturday 28th June, 1997 and at that time I was told the same thing, "Sister is not there."

I then said, "Well could you at least call [REDACTED] to the phone so that I can tell her Happy Birthday" and I was told, "You know the rules here [REDACTED]. You want me to lose my job. I have children and grand children to take care of. You cannot speak to [REDACTED]"

I then asked if I could leave my number for [REDACTED] to return my call, which I did but she never returned the call. I am sure the child probably felt rejected and hurt on her birthday because she has no family and no one to visit her. I applied to have her released into my care earlier this year, so pending that, she is allowed no visits from me. She sends messages to me when her inmates come to Court, re Magistrates where I work.

I forgot to mention earlier that when the incident took place on 26th January, 1997, I made a report at the Belmont Police Station on January 27, 1997. I also called the Archbishop, [REDACTED] and I let him know over the phone what took place. He told me to go to the Corpus Christi College and report same to [REDACTED].

I went to the Corpus Christi College on February 6, 1997 at about 11:15 am to see [REDACTED] and was told by the receptionist there that she could not see me and that she would contact me at my home later, but she never did. Prior to my visit to Corpus Christi College, I spoke to [REDACTED] on the phone, so she had an idea of what the visit was about, but she never saw me and did not return a call in relation to same.

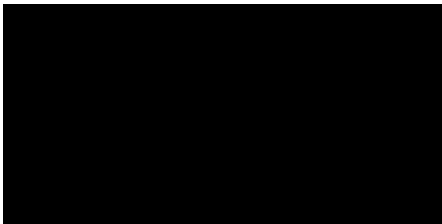
Just for your information, some of the children who attend the Court complain that they get sugar water to drink for tea, every other day. They get milk in their tea three times a week. The victims of rape, incest and domestic violence are further hurt by degrading and painful comments by [REDACTED] in front of anyone. I have personally witnessed how she speaks to the children to cause mental abuse.

On one occasion, I cannot remember the date when I went to the Home to collect some of the girls for Court, she prevented them from going to Court as

they said they were going to report to the Magistrate what things were going through at the Home.

She kept the girls back and sent a letter to the Magistrate explaining reasons for their absence, having parents at the Court wondering what was going on.

Yours sincerely,

A large black rectangular box redacting the signature of the sender.

RANGE OF SALARIES - ST. MICHAEL'S SCHOOL FOR BOYS

Head : 27 Industrial Schools & Orphanages
 Sub Head : 1 Maintenance Grants
 Items : 1 Salaries & C.O.L.A.
 6 Travel & Vehicle Maintenance

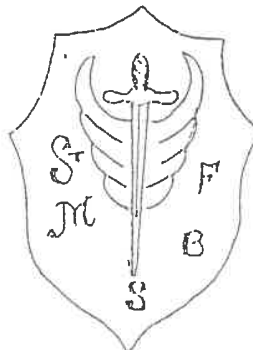
Office	Name	Salary
Manager		\$ 5,104.00
Deputy Manager		\$ 4,582.00
Welfare Officer		\$ 3,041.00
Boys Home Matron		\$ 4,345.00
Accounting Assistant		\$ 3,899.00
Storekeeper I		\$ 2,902.00
Clerk II		\$ 2,378.00
Clerk/Typist II		\$ 2,784.00
Trade Instructor		\$ 3,390.00
Trade Instructor		\$ 2,984.00
Trade Instructor		\$ 3,884.00
Trade Instructor		\$ 3,318.00
Trade Instructor		\$ 3,318.00
Trade Instructor		\$ 3,219.00
Trade Instructor		\$ 3,219.00
Trade Instructor		\$ 3,119.00
Trade Instructor		\$ 2,902.00
Trade Instructor		\$ 2,400.00
B.H.S. III		\$ 4,173.00
B.H.S. II		\$ 3,316.00
B.H.S. II / Aq B.H.S. III		\$ 4,173.00
B.H.S. II / Aq B.H.S. III		\$ 4,173.00
B.H.S. II / Aq B.H.S. III		\$ 4,173.00
B.H.S. I / Aq B.H.S. II		\$ 3,041.00
B.H.S. I		\$ 2,812.00
B.H.S. I		\$ 2,712.00
B.H.S. I		\$ 2,712.00
B.H.S. I		\$ 2,528.00
B.H.S. I		\$ 2,528.00
B.H.S. I		\$ 2,528.00
B.H.S. I		\$ 2,528.00
B.H.S. I / Aq Cook II		\$ 2,851.00
B.H.S. I		\$ 2,436.00
B.H.S. I		\$ 2,064.00
Cook II / Aq Cook III		\$ 2,797.00
Cook II		\$ 2,549.00
Motor Vehicle Driver		\$ 2,461.00
Seamstress		\$ 1,860.00
B.H.S. I		\$ 2,064.00
B.H.S. I		\$ 2,064.00
B.H.S. I		\$ 2,064.00
B.H.S. I		\$ 2,064.00
B.H.S. I		\$ 2,064.00
B.H.S. I		\$ 1,985.00
Cook I		\$ 1,835.00
B.H.S. I		\$ 1,985.00
B.H.S. I		\$ 1,985.00
	TOTALS	\$137,313.00

SUMMARY		
27-1-1	Salaries & C.O.L.A.	\$153,443.40
27-1-6	Travel & Vehicle Mt'ce	\$ 1,875.00
	TOTAL	\$155,318.40

ST. MICHAEL'S SCHOOL FOR BOYS

ESTABLISH
1889

PHONE:
637-7886



DIEGO MARTIN
MAIN ROAD,
DIEGO MARTIN
REPUBLIC OF T & T
W.I.

Motto: Healthy Mind In A Healthy Body

CODE OF CONDUCT

1. No one shall partake of fruits or garden produce, without prior permission.
2. No one should encourage inmates of the School to procure same for his/her benefit.
3. No obscene language is allowed on the compound.
4. No drugs are allowed on the compound. This is a criminal offence.
5. No alcoholic beverages shall be consumed on the compound.
6. No gifts - monetary or otherwise should be given to inmates of the School directly. These should be handed over to an officer of the School.
7. No physical violence shall be used against boys of the School.
8. All complaints must be made formally to officers of the School.
9. No private arrangements shall be made with boys. They are under the School's jurisdiction. Permission should be sought from Members of Staff.
10. Attempts must be made at all times to encourage boys in the pursuit of wholesome ideals and positive goals.
11. No acts of violence shall be committed on the School's compound. This also includes threats of violence.
12. School property shall not be removed from the premises unless authorised by the Management.
13. No one is allowed to enter prohibited areas unless authorised by Management.
14. Parents are encouraged to visit their child/children as often as possible. If visits are not possible, telephone calls will suffice. Communication is important.
15. Visits are permitted on any day, between the hours of 9.00 a.m. and ~~7.00~~ ³⁻⁷ p.m.
16. Families and friends should take care to be properly attired when making visits. You should be a source of pride to your child/children, not a source of embarrassment.
17. Visitors to the School should go directly to the Officers on duty for any information/assistance that is required.

ST. MICHAEL'S SCHOOL, FOR BOYS

RULES

1. All boys must conform to all rules and directives which may be issued by the Manager from time to time, and obey all orders given to them by any member of staff.
2. Each boy has a right to see the Manager or his Deputy on any matter through the Welfare Officer.
3. Any boy wishing to make a complaint, shall do so through any member of staff to the Manager.
4. Boys must at all times conduct themselves in a quiet and orderly manner, and avoid making unnecessary noise, when at meals, at work or parade, or when going to and from their dormitory and at all organised activities.
5. All boys must be polite and respectful when addressing any member of staff. In dealing with one another, nicknames are to be avoided at all times.
6. All boys shall refrain from indulging in fatigue, horse-play and annoying and provoking other boys.
7. All boys shall, unless excused or otherwise instructed by the Manager or Matron bathe each day by the time specified on the daily programme, and shall comb his hair, brush his teeth, and shall maintain a neat and tidy appearance throughout the day.
8. Each boy on arising shall make up his bed in accordance with the daily programme and shall leave it in a neat and tidy appearance through out the day.
9. All boys shall attend all parades punctually and shall at all times be properly dressed.
10. Each boy shall be responsible for the proper care of his clothing, and all other property of the school.
11. Boys damaging and destroying the school property of any kind shall be required to replace such property from their savings.
12. It is a breach of the rules to be in possession of money exceeding Five Dollars (\$5.00). All large sums of money shall be deposited immediately to the school's saving bank.
13. All private possession shall be kept in a cupboard provided for the storage of such property.
14. Eating in dormitories is not permitted.
15. The throwing of missiles is forbidden. This includes the stoning of fruit trees.
16. Gambling is not permitted.
17. Smoking and the use of drugs is not permitted.
18. The carrying or being in possession of any weapon is a breach of the rules.
19. All boys leaving the school premises shall obtain a pass sign by the Manager, Deputy or Senior Officer on duty.

20. No boy shall engage in any private cooking of food of any kind without seeking permission.
21. It is an offence to sell foodstuff, or any other property of the school including garden produce.
22. Boys wishing to report sick or for attention by the Medical Officer except in cases of emergency, shall do so to the senior officer who will in turn further the matter to the matron.
23. The Manager's Quarters, General Office, Clothing Stores, Food Stores, Kitchen, Staff Main Quarters, Sick Bay, Farm, Southern Boundaries, Hill-Lands, Deputy Manager's Quarters, Northern Boundaries, Neighbours Lands, Fowl Farm, Laundry and Sewing Room are out of bounds unless so authorized.
24. In addition to the foregoing, boys shall be subject to punishment for any of the following:- Disobedience, Dishonestly, Absconding, Assault, Disorderly conduct, Obscene Language, Refusing to work, Insolence, Malingering, being out of bounds, leaving his place of work without permission.
25. Visits from relatives friends and parents may be granted any day up to 6.00 p.m. for a period not exceeding two hours. Visitors may bring the following articles only:- Toilet soap, tooth paste, comb, hair-brush, fruits and other confectionary. Boys on approval of the Manager shall also receive gifts of clothing, a record shall be kept and details of articles which may be received by each boy. All visitors confined to the visiting room.
26. LETTERS

Boys are permitted to write to their parents or friends regularly, but should do so through the Welfare Officer who will in turn submit all such correspondence to the Secretary for stamping and recording.