



**GUIDELINES FOR PUBLIC
AND
PRIVATE SCHOOLS
IN
LAGOS STATE**

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FOREWORD



The vision of Lagos State to be a functional mega city and serve as a role model for other states, is hugely dependent on the ability to transform its youthful population into highly skilled and competent citizens capable of competing globally. A major part of the responsibility for preparing such a workforce rests on our education sector and it is for this reason that we as a State must strengthen our commitment to education at every level in Nigeria. We also recognize the fact that, for any meaningful impact to be made in our educational sector, private sector has a critical role to play in providing quality education to students and pupils.

Certain challenges have spurred the review of our old guidelines regulating private education in the state. These include an increase in population over the last few years with a corresponding increase in school enrolments at all levels. The new Universal Basic Education Act 2004 had also introduced certain challenges into the educational system. There is a rising number of private school owners in the State and current projections show increased enrolments in these schools. Furthermore, a number of private schools in Lagos State cater for the poor and people living in riverine areas. We believe the old guidelines have not adequately taken into considerations all their challenges. The aforementioned necessitated the need to revise the old guidelines in order to reflect the current experiences.

The reviewed Guidelines were developed through a wide range of consultations with relevant stakeholders and replication of best global practices without compromising the yearnings and aspiration of the citizenry on the standard of education. In addition the Lagos State Ministry of Justice was also involved in the interpretation of the document. This is to ensure that the right of the individual to establish a school within the minimum standard is protected.

The revised guidelines prepared by the Ministry of Education have spelt out the requirements needed for registration of schools in line with best global practices.

I want to use this medium to show appreciation to the Permanent Secretary Ministry of Education, members of the Department of Private Education and Special Programmes and all other stakeholders for their inputs in the revision of this document.

Dr. Idiat Oluranti Adebule
Deputy Governor of Lagos State

INTRODUCTION

This document, provides a framework for the efficient and effective management of schools and in particular, private schools in Lagos State. The most recent guidelines were published in 2010. However, a number of changes and events have occurred since then that have made a review expedient. Some of these changes have arisen due to recent findings and surveys that indicated that a significantly large number of private schools are operating in the state and that they have an important impact on the overall provision of quality education. There have also been a number of recent state initiatives and programmes aimed at improving the health, safety and general welfare of the children of the state. It is important that these are covered in the guidelines.

The revised guidelines provide minimum standards that will ensure that all schools in the state, particularly private schools, meet minimum quality standards. Schools are expected to meet and even exceed these standards where possible.

It was agreed that all schools – public and private - should meet the same minimum guidelines to ensure equity, quality and sustainability. The scope of the 2010 Guidelines was thus expanded to make them applicable to all schools operating in the state.

Part 1 of the Guidelines put in place the minimum requirements for all schools irrespective of ownership. In Part 2, the Guidelines focused on the registration and operation of private schools. As an innovative measure, the Guidelines include certain aspects that were not included in earlier versions:

- Safety
- Insurance
- Transportation
- Guidance and Counselling
- Accreditation
- Lagos State Safeguarding and Child Protection Policy
- Boarding House Policy
- House Requirements
- Special Schools

The Ministry of Education is aware that there are too many unregistered and yet to be approved schools in the state, most of which are low cost providers. Recognizing that these schools are providing a complementary service to the state's education provision, focus should be on supporting them to meet at least the barest minimum suggested in these guidelines. It is recommended that there should be a three year period of grace for such yet to be approved schools, within which they must meet the guidelines in order to avoid closure.

The laws governing the Guidelines include:

- a) The Constitution of the Federal Republic of Nigeria (1999)
- b) Private Education (Miscellaneous Provisions) Education Law (1989)
- c) The National Policy on Education (2013)

In addition, Nigeria is a signatory to the global millennium development goals which aim to ensure that all children receive quality universal basic education.

It is recommended that henceforth procurement and adherence to the guidelines be made mandatory for any new school that starts the registration process.

These recommendations are the products of extensive deliberation by a team that included educationists from the public and private sectors, school owners, officials of associations of schools proprietors as well as national and international consultants and development partners.

PART I

1.00 GENERAL GUIDELINES FOR OPERATING SCHOOLS IN LAGOS STATE.

1.01 THE PURPOSE OF NURSERY EDUCATION

shall be to:

- (a) effect a smooth transition from the home to the school.
- (b) prepare the children for the primary level of education.
- (c) provide adequate care and supervision for the children when their parents are at work, on the farm, in the market, office etc.
- (d) inculcate social norms.
- (e) inculcate in the children the spirit of equity and creativity through the exploration of nature and the local environment, constructive play, artistic and musical activities, etc.
- (f) teach co-operation and team spirit;
- (g) teach the rudimentary of numbers, letters, colours, shapes, forms, etc.
- (h) teach good habits, especially good health habits.

1.02 THE PURPOSE OF PRIMARY EDUCATION

shall be to:

- (a) inculcate permanent literacy, numeracy and the ability to communicate effectively;
- (b) provide a sound basis for scientific and reflective thinking;
- (c) provide citizenship education as a basis for effective participation in, and contribution to, the life of society;
- (d) build character and provide moral training and to develop sound attitudes;
- (e) develop the ability to adapt to changing environment;
- (f) give children opportunities for developing manipulative skills that will enable them function effectively in the society within the limits of their capacity; and
- (g) provide basic tools for further educational advancement including preparation of trades and crafts of the locality “National Policy on Education (Revised) 2004.

1.03 THE PURPOSE OF SECONDARY EDUCATION

shall be to:

- (a) provide students with opportunities for education of a higher quality irrespective of sex, social, religious or ethnic background or disability;
- (b) equip students to live effectively in the modern world of science and technology;
- (c) develop and project Nigerian culture, arts and languages as well as universal and cultural heritage;
- (d) raise a generation of people who can think for themselves, respect the views and feelings of others, respect the dignity of labour and appreciate those values specified under our broad national aims so as to enable them live and function as good citizens;
- (e) foster Nigerian unity with emphasis on the common ties that unite us in our diversity; and
- (f) inspire students with a desire for achievement and self-improvement both at school and later on in life.

1.04 THE PURPOSE OF VOCATIONAL AND REMEDIAL EDUCATION

shall be to:

- (a) provide training in manpower development in applied sciences, technology, computer education, ICT, crafts, and other vocational skills;
- (b) encourage training in business and other entrepreneurial areas;
- (c) provide training and impart the much- needed skills to the trainees to enable them to be economically self-reliant; and
- (d) prepare trainees for internal and external proficiency and other related examinations.

2.00 DURATION AND AGE LIMITS

2.01 NURSERY EDUCATION

- a) Nursery Education shall be of three years duration.
- b) Children shall be admitted into Nursery One when they attain the age of three (3) years, Nursery 2 on attaining age of four (4) and one year compulsory Pre-primary education(Kindergarten) on attaining the age of 5 years in accordance with specification of Section 2 (17)of the National Policy on Education 2013 Edition.

2.02 PRIMARY EDUCATION

- a) Primary Education shall be of six years duration. There shall be a smooth transition from the Kindergarten into the primary section.
- b) Children shall be admitted into Primary One when they attain the age of six (6) years. [Every child must complete six years of Primary Education.]

2.03 SECONDARY EDUCATION

- a. Secondary Education shall be of six (6) years duration and shall be provided in two stages of three years each:
 - i. Junior Secondary School (JSS)
 - ii. Senior Secondary School (SSS)
- b. Students shall be admitted into JSS1 when they have completed six (6) years of primary education, at around the age of twelve (12) years.
- c. There shall be a smooth transition from primary education into JSS. However, it may be possible for over-age students to enter JSS1 if, for any reason, there has been a break following completion of their primary education.
- d. Both the JSS and SSS stages may be run on the same premises. SSS shall complement JSS even where they are located on different premises.

2.04 VOCATIONAL AND REMEDIAL EDUCATION

Vocational and remedial education shall be tailored towards proficiency in certificates and preparation for external examination conducted by NABTEB and other related bodies.

3.00 SCHOOL POPULATION AND CLASS SIZE

3.01 NURSERY SCHOOL

- a) Maximum number of streams: four (4) streams
- b) Maximum number of children per stream: twenty five (25) children

3.02 PRIMARY SCHOOL

- a) Maximum number of streams: four (4) streams
- b) Maximum number of children per stream: thirty-five (35) children

3.03 SECONDARY SCHOOL

- a) Maximum number of streams: six (6) streams
- b) Maximum number of students per stream: thirty five (35) students

3.04 VOCATIONAL AND REMEDIAL INSTITUTES

- a) Maximum number of streams: six (6) streams
- b) Maximum number of students per stream: twenty (20) students

4.00 HOURS OF OPERATION OF SCHOOLS

- a) Nursery and Primary schools:
the maximum hours of operation for each day shall be 4 or 5 hours (8 a.m. to 1 p.m.).
Nursery Section : 8 a.m. to 1 p.m.
Primary Section : 8 a.m. to 2 p.m.
- b) Secondary Schools and Vocational institutes:
the maximum hours of operation for each day shall be 5 or 6 hours (8 a.m. to 3 p.m.).

5.00 CHECKLISTS FOR SCHOOL APPROVAL

5.01 NURSERY /PRIMARY SCHOOL

S/N	ITEM	REQUIREMENT
1.	Building Structure	<ul style="list-style-type: none"> i. Purpose built/ Restructured to suit purpose with an Approved Building Plan or rented building with at least five (5) years lease agreement ii. Certificate of Occupancy. iii. School of the same category must not be situated within 500 meters radius from each other. iv. The minimum land requirement in standard plots of 60`x 120` (18.29m x 36.58m) for Nursery Schools shall be one (1) plot while that of the private Primary shall be one (1) plot v. The building and premises shall be certified as suitable by the Ministry of Physical Planning and Urban Development.
2.	Physical Facilities	<p>Minimum of five (5) special rooms e.g.</p> <ul style="list-style-type: none"> i. Library with copies of Lagos State Recommended Text Books suitable for all levels, ii. Sick bay with Two (2 ½ by 6 single) wooden beds, iii. Evidence of affiliation to a government recognized hospital close to the school. iv. Well stocked First Aid Box with a Certified Paramedic or a First Aider and a Weighing Scale. v. Functional ICT equipment vi. A desirable Science Laboratory vii. Head Teacher’s office, and 9 classrooms (3 pre-primary + 6 Primary (8.36 metres by 6.80 metres) Classes) viii. Assistant Head Teacher’s office. (Optional)

		<ul style="list-style-type: none"> ix. A sizeable multi-purpose hall that can be used for indoor games. (Optional) x. Functional source of Power. ** Private Schools are advised to use terrazzo flooring or tiles for Special rooms such as ICT Room, Sickbay, Library and Head teacher's office and in all Nursery classes.
3.	Classroom	<ul style="list-style-type: none"> i. Maximum of 25 pupils in Nursery section with ratio 1:8 (One adult to 8 pupils, one qualified teacher with a teaching assistant) and 35 with 2 adults, at least one professionally qualified teacher and an assistant in primary ii. The minimum dimensions of each classroom shall be 2.4m (height) x 8.4m (length) x 6.8m (width). iii. A standard classroom should provide an average floor space of 1.2m² or metre square per student). A pro-rata floor space may be applied where classes contain fewer or more students. iv. The classroom furniture shall include low, round edge tables with single seats adequate in size for the age of the pupils. v. Availability of functional marker with boards/ interactive boards. (Optional) vi. Every class to have a well-resourced reading corner vii. All classrooms shall be well lit and ventilated and shall normally have two doors and four windows.
4.	Teacher Quality	<ul style="list-style-type: none"> i. Teachers' nominal roll on letter-head paper. ii. Academically and Professionally Head Teacher qualified teachers in all classes with teaching assistants in all Nursery classes iii. Academically and professionally qualified teachers with teaching assistants in all Nursery. iv. The teacher/pupil ratio shall be 1:25 v. Copies of head teacher's and teachers' certificates/ credentials
5.	Health and Sanitation	<ul style="list-style-type: none"> i. Six (6) toilets with w/c and tiles suitable for all levels indicating clear signs for male and female toilets.. ii. Certificates of medical fitness of food vendors iii. Portable water and wash hand basins in strategic places in the school, iv. Adequate provision to be made for specially challenged pupils. v. Posted signs on personal hygiene.

		<ul style="list-style-type: none"> vi. Waste bins with cover in strategic places. vii. Well channeled drainage system.
6.	Playground	<ul style="list-style-type: none"> i. Demarcated white, sharp sand filled playground or playground with artificial grass carpet. ii. Outdoor learning resources provision for nursery classes. iii. 4 outdoor resources.(Play gadgets for primary)
7.	Safety Measures	<ul style="list-style-type: none"> i. One (1) general and one (1) electrical functional Fire Extinguishers and four Sand buckets in strategic areas in the building. ii. Safety Signs with safety related instructions affixed on the school wall. iii. Evidence of school policy on child protection. iv. Sample of identification given to parents/guardians. v. List of children using school bus where applicable. vi. Fire exit in classrooms and proto-type building. vii. A well plastered fence with a manned gate for security and an opportunity to register at the gate viii. A record book on fire drill ix. Bold prints of Vision and Mission statement clearly displayed in the school.
8.	Records – Teaching / Statutory	<p>The following records kept in the school are to be inspected by officers from relevant departments of the Ministry of Education.</p> <ul style="list-style-type: none"> i. School Development Plan ii. Vision and Mission Statements iii. National Early Childhood Curriculum iv. Lagos State Approved Booklist. v. Unified Schemes of Work vi. Timetable For Extra-Curricular Activities vii. School Rules and Regulations. viii. Constitution and Minutes of Meeting of the Governing Body on School Letter-Head papers. ix. List Of Board Of Governors/PTA/Parents’ Forum And CV Of Each Member x. Sponsors’ Curriculum Vitae (CV) And Credentials xi. Attendance Registers. xii. Provision for Co-Curricular Activities. xiii. PAYE Deduction Receipts xiv. Proprietor/ Proprietress 3 years Tax Clearance. xv. Register of Admission, Progress and Withdrawal xvi. A Log Book xvii. An Inspection Report File xviii. A Visitors’ Book xix. School Time Table and Subject Analysis, Programme of Activities(Term Plan)

		<ul style="list-style-type: none"> xx. Punishment Book and Commendation Book xxi. A copy of the Education Law- All regulations there under and any amendments thereto. xxii. Teachers' Personal Time Table ;Time Table in each classroom xxiii. A Copy of the Approved Syllabus. xxiv. Teachers' Lessons Notes xxv. Teachers' Weekly Diaries Of All Work Done xxvi. Copies Of Pupils' Continuous Assessment Dossiers xxvii. File On Instructions To Staff xxviii. File On Library Books xxix. File On Circulars from the Ministry. xxx. Diaries Of Work/Schemes Of Work xxxi. Accounts' Book xxxii. Copies of the current National Policy on Education, State Policy on Education. xxxiii. Personal files of the teaching and non-teaching staff xxxiv. Time Book xxxv. Movement Book xxxvi. School Inventory Book xxxvii. Copies of relevant and prevailing Education Laws. xxxviii. Guidelines on Establishment of Private Schools in Lagos State.
9.	Beautification of the school compound	<ul style="list-style-type: none"> i. Painting of all the inner classes and corridors in bright colours with beautiful display boards. ii. Well plastered fence, iii. Natural/Potted assorted beautiful flowers.

5.02 SECONDARY SCHOOL

S/N	ITEMS	REQUIREMENTS
1.	Building Structure	<ul style="list-style-type: none"> i. The minimum land requirement is two (2) standard plots of size 60' x 120' (approx. 18m x 36m) ii. Purpose built/ Restructured to suit purpose with an approved building plan or rented building with at least five (5) years lease agreement. iii. Certificate of Occupancy. iv. School must not be situated within 500 meters radius from each other.
2.	Physical Facilities	<p>Availability of the following special rooms:</p> <ul style="list-style-type: none"> i. A well-resourced and well ventilated Physics Laboratory (12mx90m). ii. A well-resourced and ventilated Chemistry Laboratory (12mx90m).

		<ul style="list-style-type: none"> iii. A well-resourced and well ventilated Biology Laboratory (12mx90m). iv. A well-resourced and well ventilated Agricultural Science Laboratory (120mx90m). (Optional) v. Each of the Laboratories shall have a preparatory room and store measuring 4.4mx3.6m. vi. Home Economics Room (80m²) to cater for the teaching of Foods/Nutrition, Home Management and Clothing and Textile. vii. Fine Art Studio. viii. Functional ICT. (Optional) ix. Basic Technology/ Technical Drawing Workshop (156m²). x. A well-resourced Library (200m²). xi. Sick bay with Two (2½ by 6 single) beds and well stocked First Aid Box with a Certified Paramedic or a First Aider and a Weighing Machine. xii. At least a Multipurpose Hall adequately furnished with not less than fifty collapsible (50) single tables and stackable chairs. xiii. At least Six (56.8m²) well ventilated classrooms xiv. Principal's Office with Ante Room and appropriate furniture. xv. Spacious and well-resourced Staff Room(s). xvi. Stand-by Generator/ Inverter/ Solar Power xvii. A Private Secondary School running boarding houses must provide well lit and ventilated different designated male/female blocks for dormitories with beds students` lockers and dining hall with different standard kitchens and stores(check brochure for minimum standard) xviii. Proprietors running boarding schools must provide staff quarters for the house masters/mistresses within the school premises. xix. It shall not be obligatory for students in a private secondary school to be boarders. xx. A Private Secondary School shall utilize premises solely for the purpose of running a school. The premises shall not be registered for any other business purposes.
3.	Classroom	<ul style="list-style-type: none"> i. Maximum of 35 students with at least 1 adult. ii. A standard classroom should provide an average floor space of 1.2m² per student). A pro-rata floor space may be applied where classes contain fewer or more students.

		<ul style="list-style-type: none"> iii. Availability of functional marker/interactive white boards in all the classes and display boards in the corridors. iv. Every class to have a well-resourced reading corner
4.	Teacher Quality	<ul style="list-style-type: none"> i. Teachers' nominal roll. ii. The minimum qualification for teachers shall be University degrees and HND with evidence of Professional training in education respectively. iii. The teacher/pupil ratio of teacher shall be 1:35 iv. The overall staff ratio shall be two (2) teachers per class, to include principals and vice-principals on the following basis. In addition to a principal, there shall be two (2) vice-principals for a full-fledged six stream secondary school with student population of about one thousand (1,000) and one (1) vice-principal for schools with population less than one thousand. v. Principals and vice principals will have a minimum of 10 years of teaching experience. vi. All teachers must be registered with the Teachers' Registration Council. vii. No school or Institute may appoint non-Nigerian staff, except in accordance with national immigration and labour laws. viii. Exemplary teaching assistants to support learning.
5.	Health and Sanitation	<ul style="list-style-type: none"> i. Eight (8) toilets with water closet (w/c) and tiled floor and walls at least to window level. ii. Certificates of medical fitness of food vendors iii. Portable water and wash hand basins in strategic places iv. Poster signs on personal hygiene v. Waste bins with cover in strategic places. vi. Well channeled drainage system
6.	Playground	<ul style="list-style-type: none"> i. Multipurpose field (100m away from classroom). It should be adequately equipped with games and Sport facilities/Indoor games for recreation should be inclusive.
7.	Safety Measure	<ul style="list-style-type: none"> i. Minimum of four (4) functional Cylinders of Fire Extinguisher. (Electrical and General). ii. Sand buckets in strategic areas and Safety Signs with safety related instructions affixed on the school wall iii. Evidence of school policy on child protection, iv. Sample of identification given to parents/guardians. v. List of students using school bus. vi. Fire exit in classrooms and proto-type building.

		<ul style="list-style-type: none"> vii. A well plastered fence with a manned gate for security and an opportunity to register at the gate viii. A record book on fire drill
8.	Records–Teaching/ Statutory	<p>The following records kept in the school are to be inspected by officers from relevant departments in the Office of Education Quality Assurance.</p> <ul style="list-style-type: none"> i. School Development Plan ii. Vision And Mission Statements Statement on Flexi Banners Hung in Strategic Parts of the Building. iii. National Junior/Senior Secondary Curriculum iv. Lagos State Schemes of Work v. Timetable for Extra-Curricular Activities vi. School Rules and Regulations. vii. Constitution and Minutes of Meeting of The Governing Body on School Letter-Head. viii. List of Board of Governors/PTA/Parents’ Forum And CV of each member ix. Sponsors’ Curriculum Vitae (CV) And Credentials x. Attendance Registers. xi. Provision for Co-Curricular Activities. xii. PAYE Deduction Receipts xiii. Proprietor/ Proprietress 3 Years Tax Clearance. xiv. Register of Admission, Progress and Withdrawal xv. A Log Book xvi. An Inspection Report File xvii. A Visitors’ Book xviii. School Time Table and Analysis xix. A Corporal Punishment Book/Commendation Book xx. A Copy of the Education Law- All Regulations There Under and Any Amendments Thereto. xxi. Teachers’ Personal Time Table ,Time Table In Each Classroom xxii. A Copy of the Approved Syllabus and Scheme of Work xxiii. Teachers’ Lessons Notes xxiv. Teachers’ Weekly Diaries of All Work Done xxv. Copies of Students Continuous Assessment Dossiers xxvi. File on Instructions to Staff xxvii. Inventory on Library Only. xxviii. File on Circulars from the Ministry. xxix. Diaries of Work/Schemes of Work xxx. Accounts’ Book xxxi. Copies of the Current National Policy on Education, State Policy on Education. xxxii. Personal files of the teaching and non-teaching staff xxxiii. Time Book

		xxxiv. Movement Book xxxv. School Inventory Book xxxvi. Copies of Relevant and Prevailing Education Laws. xxxvii. Guidelines on Establishment of Private Schools in Lagos State.
9.	Beautification of the school compound	i. Painting of all the inner classes and corridors in bright colours and equipping them with beautiful display boards. ii. Well plastered fence, iii. Natural/Potted assorted beautiful flowers where applicable.

5.03 VOCATIONAL/ REMEDIAL INSTITUTE

S/N	ITEM	REQUIREMENT
1.	Building Structure	i. The minimum land requirement is one (1) standard plot of size 60' x 120' (approx. 18m x 36m) ii. Purpose built/ Restructured to suit purpose with an approved building plan/deed of agreement/ five (5) years lease. iii. School must not be situated within 500 meters radius from each other.
2.	Physical Facilities	Availability of the following special rooms: i. A well-resourced and ventilated vocational rooms, classrooms, sick bay, special rooms , administrative offices and functional ICT equipment.
3.	Classroom	i. The dimension of each of the classroom shall not be less than 2.4m (height) x 8.4m (length) x 6.8m (width). ii. Classroom furniture and equipment shall be suitable and fit for purpose.
4.	Teacher Quality	i. Teachers' nominal roll. ii. Professionally specialized and academically qualified teachers.
5.	Health and Sanitation	i. Three (3) toilets with w/c and tiled walls, ii. Portable water and wash hand basins in strategic places. iii. Poster signs on personal hygiene

		iv. Waste bins with cover in strategic places. v. Well channeled drainage system
6.	Safety Measure	i. One (1) general and one (1) electrical fire extinguisher. ii. Sand buckets in strategic areas and Safety Signs with safety related instructions affixed on the school wall iii. Fire exit in classrooms and proto-type building. iv. A well plastered fence with a manned gate for security and an opportunity to register at the gate v. A record book on fire drill

CATEGORIES OF VOCATIONAL/REMEDIAL SCHOOLS

Hospitality e.g Hotel + Catering Management

Art & Design/Performing Arts

Computer/Business School

Aviation & Ticketing/Tourism

Sixth form

Senior Schools above Secondary Level

Skill Acquisition Centres/Religious Institutions

5.04 BOARDING HOUSE- POLICY AND PROCEDURES

- Type of Boarding
- Child protection
- Health and Safety
- Special cases i.e. Dietary, Language or Cultural needs
- Discipline Ethos
- Boarding House Regulations and Complaints Handbook
- Information for New Boarders
- Prefects – duties, powers and responsibilities
- Staffing- induction, training and Job descriptions
- Fees
- Meals
- Accommodation
- Parents/Education Guardians/Visitation

TYPE OF BOARDING

Termly Boarding system shall be practiced in the Government / Private Schools (Nursery / Primary and Secondary). Boarding shall be established to fulfill the need of parents and pupils/students.

Adequate facilities based on international standards shall be provided for all pupils and students.

CHILD PROTECTION

The school management will ensure that arrangements are made to safeguard and promote the welfare of pupils and students.

The Management shall be expected to provide a written policy to promote good behaviour among the Boarders. This policy will include:

- Measures to combat bullying to promote positive behaviour
- School rules
- Disciplinary sanctions and
- Safekeeping of possessions

HEALTH AND SAFETY

The School shall provide First Aid Facilities and Clinic/Hospitals for consultation in case of emergency.

All medication shall be safely and securely stored and proper records are kept and administered where necessary.

The school shall ensure compliance with relevant health and safety laws by drawing up and implementing effectively a written health and safety policy.

SPECIAL CASES

Special cases such as dietary, language or cultural needs shall be attended to with the help of trained/professionals provided by the school authority.

DISCIPLINARY ETHOS

General rules and sanction will be the same as pertains in school.

A Handbook containing Boarding House regulations and complaints procedure.

This Handbook containing Boarding House regulations and complaints procedure shall be comprehensively written and distributed amongst pupils and students at resumption and expected to be read and acted out by same. Information therein include: Mission and Vision statements, Admission policy and procedure, co-curricular , school uniform Boarders' uniform, Assembly procedure, preparatory classes, counseling/counselors and others as determined by the school Authority.

NEW BOARDERS

Information for New Boarders as contained in Boarding House Handbook shall be clearly spelt out and handed over to newly admitted pupils/ students.

However new Boarders will conduct themselves in the new accommodation. Factors such as care of possession and relationship with staff and others will be taken into account.

PREFECTS' DUTIES, POWERS AND RESPONSIBILITIES

An effective link between the school Management and pupils'/ students; body must be provided.

Prefects and their portfolios shall be provided for effective leadership roles.

STAFFING

The School Management will operate safe recruitment and procedures in line with Ministry's regulatory requirements regarding relevant certificates and field of work.

The staff members shall be responsible for supervision of visiting periods and general conduct of Boarders.

The Boarding House shall be generally staffed by a Resident Matron or Housemaster who will control other resident teachers or personnel.

There shall be staff induction, training and Job description clearly spelt out for each of the staff.

FEES

Parents are encouraged to pay school fees in full before resumption

MEALS

Attendance shall be made compulsory.

Breakfast and Supper will be served as appropriate in designated dining room.

Lunch will be served at school.

ACCOMMODATION

Generally accommodation is a system of shared rooms between four (4) to six (6) students and pupils depending on the size of the room. Students/Pupils will be responsible for providing their own linen/bed sheets (2) , a pillow/ cases (2) ,making their own beds, organizing their lockers, cleaning their bits , sweeping out and dusting their rooms.

Students/Pupils will be responsible for keeping their bathroom clean and tidy.

A duty roster will be followed.

Deep cleaning of bathroom will be done by the stewards/cleaners.

PARENTS/ EDUCATION GUARDIANS VISITATION

Parents/ Guardians must inform the Housemaster before leaving the Boarding House when necessary.

Parents must supply names and contact numbers as appropriate.

6.00 THE CURRICULUM

- a) The curriculum shall be geared towards achieving the State Government's Policy on curriculum for all aspects and levels of education covered by these Guidelines. All Schools and Institutes shall adhere strictly to the prescribed National Curriculum and syllabi.
- b) All Nursery Schools shall adopt a curriculum appropriate to that level of education. Such a curriculum would promote the three domains of learning – cognitive, social and psychomotor, and there should be teaching methods and teaching resources that are appropriate for children at this stage of their growth and development.
- c) Schools and Institutes shall not segregate or discriminate against pupils/students on grounds of religion, creed, race or disability.
- d) All schools and Institutes shall operate the approved academic year calendar as issued by the Ministry of Education.
- e) Schools and Institutes shall provide for continuous assessment of their pupils/students.
- f) Curricular activities of Junior Secondary Schools shall be both pre-vocational and academic and shall include all basic subjects which will enable students to acquire knowledge and develop skills. The JSS curriculum shall be structured in accordance with the National Policy on Education.
- g) The Senior Secondary School curriculum shall be structured in accordance with the National Policy on Education and shall be sufficiently comprehensive to broaden students' knowledge.
- h) All Secondary schools should have the capacity to register candidates for national examinations organized by Nigeria-approved examinations boards, such as the Junior School Certificate Examination (JSCE); the West African Senior School Certificate Examination (WASSCE); and the National Examination Council's Junior and Senior Certificate Examination (NECO/JSCE and SSCE).
- i) Regardless of the curriculum being offered, all schools should teach Citizenship, Environmental Studies and Economics as well as aspects of Nigerian History, Culture and Language.
- j) All Secondary Schools should provide Guidance /Counselling support in the School. The functions of the Guidance Counsellor shall be to provide support services to students, staff, and parents. Support services shall include referrals, counseling, assessment, diagnostics, and report writing

6.01 FOREIGN CURRICULUM

- a) Some private schools may operate a foreign curriculum of their choice based on their chosen objectives. However, such schools shall in addition teach Citizenship, Environmental Studies and Economics as well as aspects of Nigerian History, Culture and Language.
- b) Any school operating a foreign curriculum should ensure that their candidates are also eligible to register for National Examinations organized by Nigerian Examination bodies such as the Junior School Certificate Examination (JSCE), the West African Senior School Certificate Examination (WASSCE), and the National Examination Council's Junior and Senior Certificate Examination (NECO/JSCE and NECO/SSCE).
- c) Three-quarters of the teachers in a private school shall be Nigerians

7.00 GOVERNANCE AND LEADERSHIP

- a) All Schools will have a governing body, otherwise known as a School-Based Management Committee (SBMC). Members of the SBMC will comprise elected or otherwise co-opted representatives of the teaching force, the student body, the local community and parents,
- b) The SBMC shall have oversight of the school's overall strategic direction, be responsible for an annual School Improvement Plan, have oversight of budget implementation and maintain public account of monies spent on school development activities.

8.00 QUALITY ASSURANCE, MONITORING AND SUPERVISION

- a) The day-to-day Quality Assurance of Schools will be a School Management responsibility. The Principal of the School, as the instructional leader, shall be responsible for learning outcomes in the School and will lead the School Management team in ensuring that the curriculum is being implemented efficiently and that all students are learning. School Managers will be required to develop Professional Development Plans for their teachers and oversee its implementation.
- b) Periodic inspection, monitoring and supervision of Schools shall be the responsibility of the Office of Education Quality Assurance.
- c) Upon presentation of Valid Identification Card, authorized Quality Assurance Officers shall have power to enter any school premises and request relevant documents, which must be provided by the Head Teacher/Principal.

PART II

9.00 GUIDELINES FOR THE ESTABLISHMENT AND OPERATION OF PRIVATE SCHOOLS

All Private Schools operating in Lagos State must be duly approved. The approval process will be under the management of the Ministry of Education. The approval steps are illustrated below:

9.01 GUIDELINES PURCHASE

Any proprietor(s) seeking to establish a new Private School and all existing Private Schools in Lagos State shall purchase a copy of the Guidelines and ensure that they understand its contents and requirements.

9.02 NAME SEARCH

Any proprietor(s) seeking to establish a new Private School in Lagos State shall write a letter to the Permanent Secretary, Ministry of Education providing at least three proposed names in order of preference to conduct a name search. This is to ensure different schools do not bear the same name. The search is done electronically. A formal letter is issued to the proprietor stating approval of the School name and the next steps in the approval process is Inspection.

9.03 STRUCTURAL/SITE INSPECTION

This entails the inspection of the proposed site/structure by officers from the Ministry of Education to confirm its suitability prior to the commencement of school activities in the environment. However, approval of the building and other documents such as Certificate of Occupancy and Deed of Conveyance and Building Plan Approval must have been previously obtained from the Ministry of Physical Planning, Urban Development.

The site inspection shall take place within 3 weeks of submission of the formal application form.

9.04 TAKE-OFF PERMIT

After grading (GAPs) Schools that meet the requirements may be issued an interim approval to take off (i.e. to admit Pupils/Students and begin academic activities). The take off permit will be issued within six weeks of the inspection while Schools below the Minimum requirements may be advised to discontinue. The take off permit shall not exceed three (3) years.

9.05 INSPECTION FOR APPROVAL

Once the formal application is received with all relevant documents for the inspection of the infrastructural facilities and the curriculum delivery policies. Provided everything is in order, and the standard is met, the approval process is expected to take not more than six (6) months from receipt of all the necessary information. It is important that all the necessary information is submitted. Please (See section 5.01, 5.02, 5.03) for items that will be inspected once members of the approval team visit a school.

9.06 PROVISIONAL APPROVAL

Provisional approval shall be granted by the Honourable Commissioner for Education after a favourable report from an approval inspection carried out by officers from the relevant Departments in the Lagos State Ministry of Education. The School owner can thereafter advertise the existence of the institution to the public. Provisional approval may be granted to a school in its first year of operation in order to enable the school to grow incrementally, on a year by year basis.

9.07 FULL APPROVAL

After series of favourable inspection reports over a period of not less than ten years, the Honourable Commissioner shall grant a full approval to a School. A Certificate of Full Approval and a Crest shall be issued to such a School by the Ministry of Education. An approval may be revoked or withdrawn if the School fails to maintain minimum standard as required.

10.00 APPROVAL CONDITIONS

Following a successful application, the Office of the Honourable Commissioner will issue a Letter of Approval. The Letter of Approval will be subject to the following conditions.

- a) Approval granted under the Guidelines shall be:
 - given in the name of the proprietor/proprietress,
 - in the prescribed form,
 - subject to such conditions as the Honourable Commissioner for Education may impose from time to time.
- b) The Honourable Commissioner for Education may revoke, suspend, or withdraw an approval granted if the school does not operate according to the stipulated Guidelines.
- c) A proprietor whose School's approval is revoked shall be required to repeat the approval process.
- d) An approval granted shall expire on the last day of the year of issue.
- e) Renewal shall be granted on payment of the stipulated fees subject satisfactory inspection reports.
- f) Any Private School that operates without necessary compliance with the Guidelines may be classified as illegal and closed down by the Honourable Commissioner for Education.
- g) The Honourable Commissioner for Education has the power to enforce the compliance of Private Schools on issues pertaining to presentation of candidates for the State-Organized Examinations/Continuous Assessment Scores (CAS) and other examinations that may require the attention of the Honourable Commissioner.

11.00 SCHOOL FINANCES

- a) Proprietor(s) shall show evidence of financial ability to set up and sustain the demands and costs of operating the proposed school without any financial embarrassment. This will include the preparation and publication of annual statements of account.
- b) A proprietor shall operate an account in the name of the School and maintain regular accounts with a reputable bank. It is an offence to falsify financial records of the School which should be made available on demand from authorized officials of the Ministry.
- c) No School is allowed to revise its fees upwards during an academic year. Increase in fees can only be put into effect at the commencement of a new academic year.

- d) International Schools that charge fees in foreign currencies shall accept the equivalent in local currency (Naira) from those who wish to pay in the local currency.
- e) The Honourable Commissioner for Education may give official, general or specific directives on approved fees as may be deemed fit.
- f) Every approved Private Institution must constitute a Board of Governors and a Parents Teacher Association and inform the Ministry of Education.

12.00 LAGOS STATE SAFEGUARDING AND CHILD PROTECTION POLICY

- i) Schools should designate a qualified social worker for child protection related matters.
- ii) Ensure that all staff and students are sensitized on prevention of child abuse.
- iii) Schools are to put in place effective policy and structure to tackle suspected cases of child abuse.
- iv) Develop effective collaboration with other agencies on prevention of child abuse.
- v) Report suspected cases of abuse to the appropriate authorities within 12 hours.

13.00 COMMUNITY /LOW INCOME PRIVATE SCHOOLS

Community/Low income Private Schools are special schools that provide teaching and learning activities in areas where Government public schools are inadequate. They shall be owned by the community/individuals/groups with a view to providing access to education for children living within the community and children of low income earners.

The conditions for approval as stated inter alia may be relaxed to give opportunity to children within the area of operation for easy access to education. However, the classrooms must be spacious and not inimical to total growth and development of the learner. Basic amenities such as good source of water and hygienic fecal disposal facilities must be in place. (Please contact the Dept. of Private Educational Special Programmes for further clarification)

14.00 BANKRUPTCY

In case of a known declared bankruptcy, the School Proprietor(s) shall:

- (a) contact Private Education and Special Programmes Department of the Ministry of Education within at least four months of the bankruptcy;
- (b) put in place procedures for the transfer of its students/pupils into an appropriate school of choice and submit all uncollected Certificates to the Ministry of Education before the closure.

15.00 CLOSURE OF SCHOOLS

- (a) If/when any of the existing Guidelines and Regulations is contravened, the Honourable Commissioner of Education has the right to close down/revoke the approval of such erring schools.

- (b) Any School closed down shall have its name removed from the list of approved Schools in the State. Such Schools must submit all uncollected Certificates to the Ministry of Education before the closure.
- (c) Any School closed down may possibly seek fresh approval by undergoing all stages of approval procedure.
- (d) Possible exceptions to (b) and (c) above may arise in cases where typically (i) two or more Schools merge to form a new School, or (ii) the franchise for a particular School is taken over by a new proprietor (Change of Ownership) In either case, the Commissioner for Education reserves the right to approve of such mergers, exchanges of franchise, or otherwise.
- (e) Any School closed down which re-opens without due approval shall be deemed illegal and thereby prosecuted according to the law.

16.00 PUBLIC SUPPORT FOR PRIVATE EDUCATION

In general, where practicable and affordable, the Office of Education Quality Assurance will provide support to the private sector. These forms of support will typically include:

- (a) Provision of quality assurance and inspection services
- (b) Inclusion within in-service teacher development schemes
- (c) Attachment/clustering with government Schools in nearby localities to enable them to share facilities such as playgrounds, sports fields, special equipment
- (d) Testing of children to assess learning outcomes at key stage in Primary Schools
- (e) Inclusion in on-going state-funded research
- (f) Technical and operational support especially with school management training.

MINISTRY OF EDUCATION
PRIVATE EDUCATION AND SPECIAL PROGRAMMES DEPARTMENT
PROCEDURE FOR ESTABLISHING A SCHOOL

- **OBTAIN GUIDELINES FOR ESTABLISHING PUBLIC AND PRIVATE SCHOOLS IN LAGOS STATE**
- **APPLY FOR NAME SEARCH (TO ENSURE THERE IS NO DUPLICATION OF NAME)**
- **APPLY FOR SITE INSPECTION (TO ASCERTAIN READINESS AND COMPLIANCE)**
- **APPLY FOR APPROVAL INSPECTION**

S/N	ITEM	REQUIREMENTS
1.	Name Search	i. Application letter ii. Copy of receipt of payment for Name Search
2.	Renewal of Name Search On yearly basis	i. Copy of Name Search Letter ii. Copy of receipt of payment for renewal
3.	Site inspection	i. Application letter ii. Copy of current name search iii. Copy of receipt of payment for site inspection
4.	Approval Inspection	i. Site inspection report ii. Copy of receipt of payment for approval inspection
5.	Obtain Application form for approval	i. Approval inspection report ii. Receipt of Payment for Approval form

APPROVAL FEES (BASED ON FEES PAID, POPULATION AND LOCATION)



EXECUTIVE ORDER (NO. EO/AA08 OF 2016)

TO: ALL MINISTRIES, DEPARTMENTS AND AGENCIES

SUBJECT: LAGOS STATE SAFEGUARDING AND CHILD PROTECTION PROGRAMME

WHEREAS -

One of the growing trends which calls for urgent attention in Nigeria today concerns incidents of Rape, Defilement, Child Abuse, Neglect and Maltreatment. The rampant news of alleged defilement, child abuse, through formal and informal reporting, is of particular concern to us in Lagos State for many reasons.

Whilst most child abuse occurs within families and communities, children also experience abuse and exploitation in organisations that provide them with support services. Reports have also shown that physical, emotional abuse and neglect in child centred organisations and institutions are less systematic and usually un-planned. It is usually the result of poor conditions, bad work practices and negligent management.

Most importantly, it is therefore imperative for the State Government to take action against these violent crimes so as to ensure the safety and security of all our children. It is to this end that this Safeguarding and Child Protection Programme has been developed to prescribe management systems in place to create and maintain a safe environment for all our children.

NOW THEREFORE PURSUANT TO THE AUTHORITY VESTED IN ME AS GOVERNOR OF LAGOS STATE, IT IS HEREBY ORDERED THAT:

1. That it shall be mandatory for all Lagos State Child-Centred Institutions; schools, health facilities, orphanages and recreational centres to adopt a Child Protection Policy, which ensures that the rights of children are safeguarded.

His Excellency
AKINWUNMI AMBODE
Governor of Lagos State
Lagos House
SECRETARIAT - ALAUSA - IKEJA - LAGOS.
Tel: 01-7616877
e-mail: a.ambode@lagosstate.gov.ng



2. The Lagos State Safeguarding and Child Protection programme shall apply to:
 - a. All State Government organisations;
 - b. All schools, child-centered structures, orphanages and child related institutions located in the State;
 - c. All institutions and organizations in the State's public sector, both formal and informal; (Key stakeholders include relevant Ministries, Lagos State Safety Commission, Lagos State Quality Education Assurance Bureau, Department of Private Education, etc) and
 - d. All employers/employees and prospective employers/employees from the public sector in the State.
3. For the purpose of identifying abuse, the approach of all Child Centred institutions shall be guided by the following principles:-
 - a. Overall Wellbeing of the Child;
 - b. Best interest of the Child;
 - c. Consultation and Transparency; and
 - d. Early Recognition and Intervention.
4. There shall be a Designated Officer who shall be the Social Worker or trained child protection personnel with the key duty to take lead responsibility for raising awareness within the organisation, disseminating information on issues relating to the welfare of children and the promotion of a safe environment for the children.
5. The Designated Officer shall also have the following responsibilities:
 - a. Coordinate a system-wide response to child abuse and neglect.
 - b. Ensure audit and evaluation tools are in place to assess child protection policy, processes and practice.
 - c. Ensure regular audits of child protection practice.
 - d. Access and provide resources required to support the programme and make these available for staff.
 - e. Provide support and advice to staff regarding child abuse and neglect.
6. Failure of a Designated Officer to ensure the Programme is adhered to as stipulated in paragraph 4 shall be regarded as gross misconduct and subjected to disciplinary action.



7. That every Lagos State Child Centred-Institution which employs staff or volunteers to work with children shall ensure a consistent and thorough safe recruitment process of personnel, voluntary or paid who have direct or indirect contact with children in order to ensure that those recruited are suitable.
8. Should anyone believe that the provisions of this Order is not being upheld, it shall be his or duty to report the matter to the attention of the Designated Officer at the earliest opportunity.
9. It shall be mandatory for all Lagos State Child Centered Institutions to adopt the attached Safeguarding and Child Protection Policy which ensures that the rights of children are safeguarded and adequately protected.
10. The Lagos State Child Rights Law Implementation Committee and the Lagos State Domestic and Sexual Violence Response Team shall on behalf of Lagos State Government, jointly oversee the implementation of the Lagos State Safeguarding and Child Protection Programme and take all necessary steps to ensure it is adhered to.

The explicit and exclusive aim of the Safeguarding and Child Protection Programme is to provide clear direction for reporting disclosures of abuse and commitment to the development of good practice and sound procedures to keep children safe and that child protection concerns are identified, referrals are handled sensitively, professionally and in ways that support the needs of the child's wellbeing.

This Order is intended only to protect children from abuse and is not intended to and does not create any rights or benefits, substantive or procedural, enforceable at law or in equity by a party against Lagos State, its departments, agencies or entities, its officers, employers or agents or any other person.

Issued this^{16th}..... day of December, 2016


Akinwunmi Ambode
Governor, Lagos State

LAGOS STATE MINISTRY OF EDUCATION
ALAUJA – IKEJA.