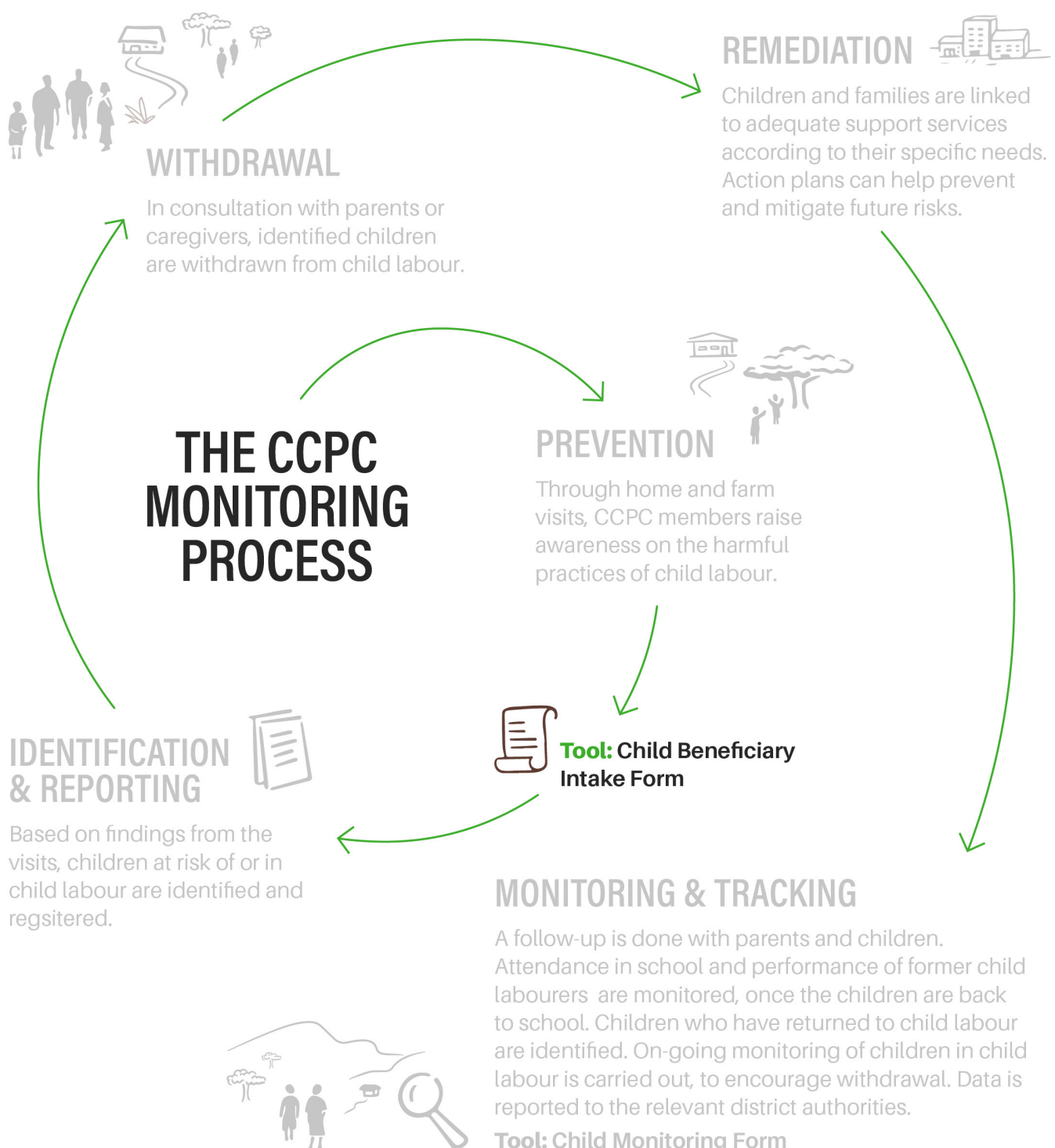


CCPCs

CHILD BENEFICIARY INTAKE FORM



CHILD BENEFICIARY INTAKE FORM

1

Introduction

Identifying particularly vulnerable groups of children and their particular needs is a critical element in eliminating child labour. Article 7 of Convention 182 requires ratifying states to “identify and reach out to children at special risk.” Identifying working children is the first step towards designing a response or solution to their needs.

The most important role of the CCPC is to conduct visits to households within their community and potentially within neighbouring communities to identify children at risk of or involved in child labour, and determine the specific risks children are exposed to. Reaching and identifying the most vulnerable children can be challenging and depends on committee members having the right skill sets and tools to carry out such visits. Identification of potential and actual adverse impacts on children requires a thorough and systematic examination of the specific context of each child. CCPCs use various tools during identification and registration of future project beneficiaries, to monitoring results and effective implementation of referral.

What is a Child Beneficiary Intake Form?

The Child Beneficiary Intake Form should be completed by CCPC members through direct interviews with every child identified for withdrawal or prevention within the community. The form guides committee members to systematically ask the right questions and collect the right data to be able to determine whether children are at risk of and involved in child labour. This form is used during the first household visit. The form helps clarify the specific circumstances of each child, the risk factors and potential referral options. It also ensures standardisation of data, which enables reporting and monitoring.

The Child Beneficiary Intake Form is a flexible template that can be adapted to the context of the country and project. Data should be entered in a database to make sure that the child’s status and the services provided to the child are regularly updated

Whom to interview?

- Parents/ caregivers
- Children

When to use the form?

The form is used during the first visit at a household. This visit is generally carried out planned or not?

How to use it

To get accurate data on the child and to ensure all important aspects are covered all questions need to be filled in.

Start with question 1 and continue with question 2, 3 etc. unless specific instructions are given to skip certain questions based on the answers provided.

- Set aside enough time to go through the form with all members of the family.
- Adjust the questions to the person who is being interviewed. (Children, parents/caregivers)
- Fill in the form while interviewing to ensure accurate reporting.
- Assign a unique identification number to each child to avoid double entries and thus double-counting of beneficiaries and to enable general reporting to district-level.

*The technical guidance notes provide guidance on topics marked with a small * throughout the form.*

Recommendations

- To get the most comprehensive understanding of the situation of the child ensure interviewing women and children of the household
- Find a private space to interview children and women, to make sure they feel safe to speak their mind.
- To protect children and women, ensure confidentiality.
- To carry out continuous human rights due diligence and to monitor progress over time it is important to streamline data collection.
- For monitoring purposes develop work procedures that make sure the data is saved and registered in a data base upon collection.
- Ensure that the data is stored safely and only selected people have access.

TECHNICAL GUIDANCE NOTES

The guidance notes clarify some of the technical aspects of filling out the Child Beneficiary Intake Form.

Q4 & Q5: Child Beneficiary ID Number and Family ID number

Creating an ID number for the child and the household has several purposes:

- Contributing to national statistics on child labour
- Avoiding double entry and double counting of children

The ID number will be created based on the specific activity and in alignment with ILO standards on how to create unique identifiers.

Category of children

Below is a description of the set of criteria to be used by the CCPC members to identify children eligible for withdrawal or prevention, and remediation efforts.

Withdrawal measures

Criteria for eligibility

- Children that are engaged in plantations/fields/farm labour that is unacceptable for children (under 14 years of age)
- Children age 5-11 involved in any type of work, including light work
- Children age 12-13 involved in any type of work, except those meeting the criteria of light work. These children should be completely withdrawn.

Prevention measures

Criteria for eligibility

The child must meet the general criteria and at least 2 of the specific criteria to be eligible for prevention measures.

General Criteria

- Households or Children should be living within the defined area

Specific Criteria

- Sibling of child labourers
- Children of farmers
- Low achievers in schools
- Frequent absences from schools
- Children who have a long distance to school
- Children from single parent households
- Children who are out of school and have not joined any education programs
- Children who do not have birth certificate
- Children from poor family
- Children above 15 years who are working after school for

Q19: Formal or informal apprenticeships

An explanation of the difference between formal and informal apprenticeships.

Formal apprenticeship is an apprenticeship with a structured program that is a minimum has a syllabus of activities and an assigned facilitators/tutors/supervisor.

Informal apprenticeship is an unstructured apprenticeship program. It does not have any syllabus nor any supervisors/tutors who are assigned to guide those doing the apprenticeship.

1. Project/ Implementing Agency:

2. Date of Questionnaire:

3. Full Name of the Child:

4. *Child Beneficiary ID Number:

5. *Family ID:

6. Sex: (please tick one box) ☐ Male ☐ Female

Personal and family information

8. Child's date of birth: (dd/mm/yyyy)/...../.....

9. Place of birth: District: City:

10. Current place of residence: Village:
(provide as accurate details as possible) Rural Communities:

District: Province:

11. Previous place of residence Village:
(if the child has moved within the last year) Rural Communities:

District:

12. Child's relationship to the head of the household?
(please tick one box)

☐ Head

☐ Son

☐ Brother

☐ Spouse

☐ Daughter

☐ Sister

☐ Adopted or Foster Son

☐ Grandson

☐ Adopted or Foster Daughter

☐ Granddaughter

☐ No relation

Education Information

13. Is the child currently attending formal school?

(if the answer is No, go to Question 16)

☐ Yes

☐ No

14. Which level of school is the child attending?

(please tick one box. Adapt to local context)

☐ Kindergarden
/pre-school

☐ Primary
grade: 1-7

☐ Secondary
grade: 8-14

15. How many years of school has the child attended?

.....

16. During the current school year, did the child attend school at any time?

☐ Yes

☐ No

17. If the child is currently not attending school, which level of school did the child attend before?

☐ Early childhood education

☐ Tertiary

☐ Primary

☐ Secondary

☐ Never been enrolled in school

18. Select 3 main reasons why the child is not attending school or has never attended school?

(Select up to 3 main reasons, 1 being the most important)

☐ Is/was too young

☐ Disabled or illness

☐ School not considered valuable

☐ School is too far

☐ Cannot afford schooling

☐ School not safe

☐ Family does not allow schooling

☐ To work for pay or family business or farm

☐ Poor in studies/not interested in school

☐ Help at home with household chores

19. Has the child ever received or attended vocational school? (tick one or more boxes and specify the type and duration of training e.g. carpentry, metal works, tailoring etc. If a child has received more than one type of skill training, enter number)

☐ None

☐ Certificate programme (3 – 11 months)

☐ Certificate (1-2 years)

☐ Certificate (2+ years)

☐ Formal apprenticeship* Type of training: Duration (hours per week)

☐ Informal apprenticeship** Type of training: Duration (hours per week)

☐ Other Please specify:

Formal apprenticeship** is an apprenticeship with a structured program that is indicated at least by a syllabus of activities and assigned facilitators/tutors/supervisor. *Informal apprenticeship** is an unstructured apprenticeship program. It does not have any syllabus as well as supervisors/tutors who are assigned to guide those taking the apprenticeship.

Work Information

20. Did the child work during the last 7 days or during the last plantation season?

- ☐ Yes, during the last 7 days
- ☐ Yes, during the last plantation season
- ☐ No

21. Did the child's siblings (aged 5-14 years) work during the last 7 days or during the last plantation season?

- ☐ Yes, during the last 7 days
- ☐ Yes, during the last plantation season
- ☐ No

22. Describe the main job/task the child performed (e.g. harvesting tobacco)

23. During the last seven days, how many hours did the child work?

Duration (hours per week)

24. During the last plantation season, how many hours did the child work?

Duration (hours per week)

25. Does the child work with or under any of the following conditions? (if yes, please tick all that apply)

☐ Yes ☐ No

☐ Long working hours during the day

Duration (days per week)

Duration (hours per week)

☐ Long working hours during the night

Duration (nights per week)

Duration (hours per week)

☐ Dust, fumes, gas (oxygen, ammonia, etc.)

☐ Extreme temperature

☐ Wild animal

☐ No freedom of movement

☐ Carry heavy tools

☐ Dangerous tools

☐ Salary/wage kept by employers

☐ Not enough rest time

☐ Noisy environment

☐ Work at height

☐ Insufficient lighting

☐ Chemicals

☐ Heavy lifting of utensil and equipment

☐ Employer limits contact with outside work place

☐ Risk of hit by vehicle

☐ Do not know

Work Information (continued)

26. What sector(s)/activity is the child working in? (please tick all that apply)

- | | |
|--|---|
| <input type="checkbox"/> Agriculture - crops | |
| <input type="checkbox"/> Agriculture - livestock | <input type="checkbox"/> Commercial sex work / child prostitution |
| <input type="checkbox"/> Domestic work outside home | <input type="checkbox"/> Begging or vending in the street |
| <input type="checkbox"/> Domestic work at home, excluding age-appropriate chores | <input type="checkbox"/> Business (family or not) |

27. Where did the child carry out his/her main work? (please tick one or more boxes)

- | | |
|---|--|
| <input type="checkbox"/> At his/her family dwelling | <input type="checkbox"/> Street begging |
| <input type="checkbox"/> Employer's house | <input type="checkbox"/> Different places/mobile |
| <input type="checkbox"/> Plantation/farm/ garden | <input type="checkbox"/> Bar/restaurant |
| <input type="checkbox"/> Shop/market/ kiosk | <input type="checkbox"/> Places of prostitution |
| <input type="checkbox"/> On the street | <input type="checkbox"/> Other |

28. What is the main reason why the child is doing this work? (please tick one box)

- | | |
|---|---|
| <input type="checkbox"/> Supplement family income | <input type="checkbox"/> School is too far |
| <input type="checkbox"/> Pay outstanding family debt | <input type="checkbox"/> Cannot afford school fees |
| <input type="checkbox"/> Help in household enterprise | <input type="checkbox"/> Not interested in school |
| <input type="checkbox"/> Learn skills | <input type="checkbox"/> To replace adult who is working away from home |
| <input type="checkbox"/> Schooling is irrelevant | <input type="checkbox"/> Socialization |
| | <input type="checkbox"/> Other reasons |

Abuse/Harassment Information

29. Did the child suffer from any verbal or physical abuse during work in the last 12 months?

(if no, please go to question 31 Risk Factors)

☐ Yes

☐ No

If yes, please describe the kinds of abuse the child suffered in the workplace (e.g hit, humiliated etc.):

.....

30. Who did the abuse(s) in the workplace?

(please tick one or more boxes)

☐ Parents

☐ Friends/colleagues

☐ Supervisor

☐ Employers

☐ Other (please specify)

.....

31. How often did the child suffer from abuse in the workplace in the last 12 months?

☐ Once or twice

☐ Three to five times

☐ More than five times

29. Did the child suffer from any harassment during work in the last 12 months?

☐ Yes

☐ No

If yes, please describe the kinds of harassment the child suffered in the workplace (e.g staring, leering, making offensive or indecent gestures, unwelcome touching or patting, particularly in certain parts of the body):

.....

30. Did the child ever report to an adult about the physical or verbal abuse?

☐ Yes, to: (please specify)

☐ No

Risk Factors

31. What risk factors, at individual or family level, may impact the child adversely?

- ☐ Sibling (5-17y) working
- ☐ Long distance to school
- ☐ Children out of school
- ☐ Frequent absences from school
- ☐ Low achievement in school
- ☐ No birth certificates

Category of Children

Refer to questions **20**, **23** and **25** of the **Work Information** section of this form, and record the answers again here:

20. Did the child work during the last 7 days or during the last plantation season?

☐

Yes, during the last 7 days

☐

Yes, during the last plantation season

☐

No

23. During the last seven days, how many hours did the child work?

Duration (hours per week)

Minimum hours for their age group (hours per week)

25. Does the child work with or under any of the following conditions?
(if yes, please tick one or more boxes)

☐

Yes

☐

No

Now choose a **category** and refer to appropriate **targeted services** listed below. The selection of category should be based on the selection criteria provided in the guidance notes.

☐

1. Children in child labour to be withdrawn

If the response to question **20** was **Yes**, and if the child worked more than the allowed minimum hours for their age group (question **23**) or if the child worked under any of the specified conditions in question **25**.

- » Refer to appropriate targeted services for children to be **withdrawn** from child labour in the **targeted services** listed below.

☐

2. Children at risk of entering in child labour

If the response to question **20** was **No**, but at least one of the specified conditions in question **25** was selected.

- » Refer to appropriate targeted services for children to be **prevented** from child labour in the **targeted services** listed below.

☐

3. Children not at risk and not in child labour

If the response to question **20** was **No**, and the response to question **25** was **No** and none of the specified conditions were selected.

- » The child does not work and is not exposed to any risk factors. They are not considered at risk or in child labour. Referral to services is not necessary.

Targeted for services

This section of referred services is based on the diagnosis done in the previous section Category of Children. Only children identified in situations of child labour or at risk of entering into child labour should be referred to services. The categories of services should be tailored to the local context.

32. What educational and other basic services will be offered to the child?

(please tick one or more boxes and specify duration, frequency or quantity)

- ☐ **Support enrolment to formal school**
(mainly refer and monitoring, no provision of materials) Duration(hours/days)
- ☐ **Vocational training / Junior Farmer Field Schools** Duration(hours/days)
- ☐ **Educational support for children in schools** Duration(hours/days)
- ☐ **Complementary basic education** Duration(hours/days)
- ☐ **Afterschool programmes / mentoring** Duration(hours/days)
- ☐ **School feeding** Duration(hours/days)
- ☐ **Micronutrient supplements, deworming and vitamins** Frequency(daily/weekly/monthly)
- ☐ **Psychosocial support/counselling** Frequency(daily/weekly/monthly)
- ☐ **Uniforms** Quantity
- ☐ **Books** Quantity
- ☐ **Shoes** Quantity
- ☐ **Others** Please specify

33. What economic strengthening, OSH and referral to external services will be offered to the child?

- ☐ **Occupational health and safety training** (hazards and risks)
- ☐ **Apprenticeship /job placement**
- ☐ **Income generating activity support** (youth legal working age)
- ☐ **Legal assistance** (VSU or other)
- ☐ **Home visit/ monitoring**
- ☐ **Refer to health services** (external)
- ☐ **Refer to counselling support** (external)
- ☐ **Others** Please specify