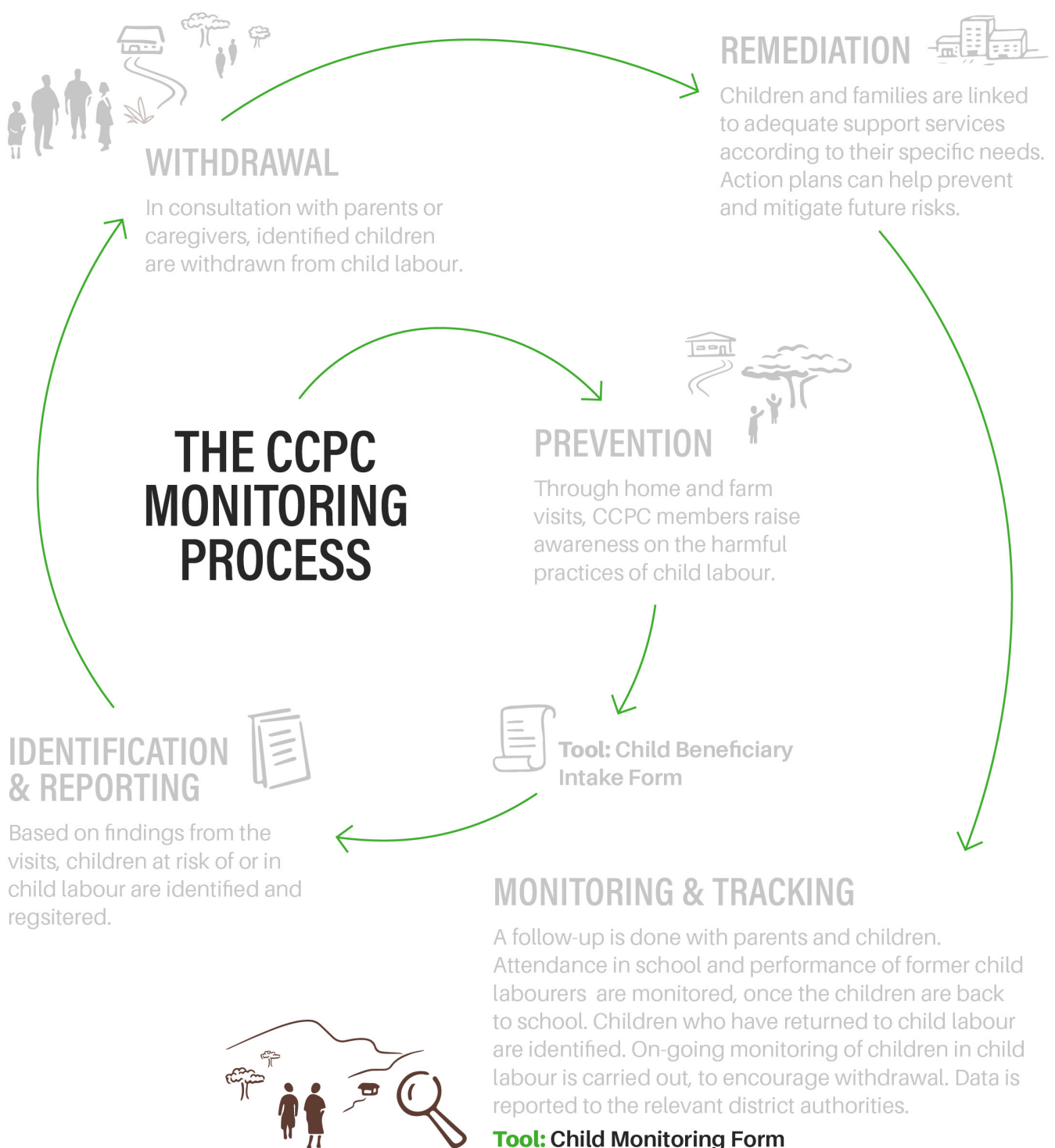


CCPCS

CHILD BENEFICIARY MONITORING FORM



CHILD BENEFICIARY MONITORING FORM

1

Introduction

Once children have been registered, withdrawn from child labour and referred, an important piece of work of the CCPC is to continue monitoring the children systematically and prevent that they return to child labour. This means that committee members continue to follow the child and pay visits to the and the school. The ILO recommends to monitor the child beneficiary every month and to record the status of the child at the end of a three month period. Monitoring enables the identification of arising challenges and risks which allows for preventative measures to be taken and documentation of impacts over time.

What is a Child Beneficiary Monitoring Form?

The Child Monitoring Form entails a set of questions that helps CCPC members to establish a track record of past visits and specific referral actions that have been arranged for the child. The form also supports committee members in coordinating future visits with a certain frequency and ensures that no child is left behind.

The form covers: registration of referral actions such as enrolment in formal educational and other basic services, documentation of household visits, assessment of ongoing work activities of the child and school participation.

Whom to interview?

- Parents/ caregivers
- Children
- Teacher

Recommendations

- Develop workflows to ensure regular and continuous follow-up visits

When to use the form?

The form is used on an ongoing basis once the child has been identified and registered in the system.

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.
- Organise visits during high season and random to reach the most vulnerable.
- Fill in the form while interviewing to ensure accurate reporting.
- Establish guidelines for how often committee members are expected to conduct monitoring visits.

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

TECHNICAL GUIDANCE NOTES

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

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.

Project/ Implementing Agency:

Date of Questionnaire:

Full Name of the Child:

*Child Beneficiary ID Number:

*Family ID:

Sex: (please tick one box)

☐ Male

☐ Female

Monitoring Visit Periods

	From	To
Visit 1: date (dd/mm/yyyy)		
Visit 2: date (dd/mm/yyyy)		
Visit 3: date (dd/mm/yyyy)		
Visit 4: date (dd/mm/yyyy)		

Visit 1

Educational and Other Basic Services

☐ **Support provided for enrolment into formal school** (no financial or material support) Date of enrolment: / /

☐ **Vocational training / Junior farmer field schools** Type of training:
Date started: / / Graduation Date: / /

☐ **Micronutrient deworming and vitamins**

☐ **School feeding**

☐ **Psychosocial support counselling** Number of visits:
Visit dates:

☐ **Provision of complementary education** Date of enrolment: / /

☐ **Afterschool programmes** Date of enrolment: / /

☐ **Educational support to children in schools**

☐ **Uniforms**

☐ **Books**

☐ **Shoes**

☐ **Other (specify):**

☐ **OSH training** Date: / /

☐ **Referral to legal assistance** Date: / /

☐ **Income Generating Activities Support** Date: / /

☐ **Referral to Counselling support (external)** Date: / /

☐ **Referral to Health Services** Date: / /

Visit 1**Monitoring Child's Situation**

During the last seven days how many hours did the child actually work?

Hours:

During/ the last plantation seasonal work, how many hours did the child actually work?

Hours:

Did the child work under hazardous conditions?

☐ Yes, *type (indicate code):

☐ No

***Hazardous conditions codes**

- | | |
|---|---|
| 1. Long working hours | 10. Carry heavy tools |
| 2. Dust, fumes, gas (oxygen, ammonia, etc.) | 11. Heavy lifting; handling of utensil and equipment used hazards |
| 3. Noisy environment | 12. With no freedom of movement |
| 4. Extreme temperature | 13. No day off in a week |
| 5. Dangerous tools; | 14. Employer limits his/her contact with outside work place |
| 6. Wild animal | 15. Salary/wage kept by employers |
| 7. Work at height | 16. Not enough rest time |
| 8. Insufficient lighting | 17. Risk of hit by vehicle |
| 9. Chemicals | 18. Do not know |

Was the work done mainly during school hours or mainly after schools hours?

☐ During school hours

☐ After School

Is the child still enrolled in education?

☐ Yes

☐ No

If enrolled in education, how many days did the child attend school per quarter?*

% per quarter

Was the child withdrawn from child labour?*

☐ Yes, date: / /

☐ No

Remarks on current situation of the child:

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Visit 2**Educational and Other Basic Services**

☐ **Support provided for enrolment into formal school** (no financial or material support)

Date of enrolment: / /

☐ **Vocational training / Junior farmer field schools**

Type of training:

Date started: / /

Graduation Date: / /

☐ **Micronutrient deworming and vitamins**

☐ **School feeding**

☐ **Psychosocial support counselling**

Number of visits:

Visit dates:

☐ **Provision of complementary education**

Date of enrolment: / /

☐ **Afterschool programmes**

Date of enrolment: / /

☐ **Educational support to children in schools**

☐ **Uniforms**

☐ **Books**

☐ **Shoes**

☐ **Other (specify):**

☐ **OSH training**

Date: / /

☐ **Referral to legal assistance**

Date: / /

☐ **Income Generating Activities Support**

Date: / /

☐ **Referral to Counselling support (external)**

Date: / /

☐ **Referral to Health Services**

Date: / /

Visit 2**Monitoring Child's Situation**

During the last seven days how many hours did the child actually work?

Hours:

During/ the last plantation seasonal work, how many hours did the child actually work?

Hours:

Did the child work under hazardous conditions?

☐ Yes, *type (indicate code):

☐ No

***Hazardous conditions codes**

- | | |
|---|---|
| 1. Long working hours | 10. Carry heavy tools |
| 2. Dust, fumes, gas (oxygen, ammonia, etc.) | 11. Heavy lifting; handling of utensil and equipment used hazards |
| 3. Noisy environment | 12. With no freedom of movement |
| 4. Extreme temperature | 13. No day off in a week |
| 5. Dangerous tools; | 14. Employer limits his/her contact with outside work place |
| 6. Wild animal | 15. Salary/wage kept by employers |
| 7. Work at height | 16. Not enough rest time |
| 8. Insufficient lighting | 17. Risk of hit by vehicle |
| 9. Chemicals | 18. Do not know |

Was the work done mainly during school hours or mainly after schools hours?

☐ During school hours

☐ After School

Is the child still enrolled in education?

☐ Yes

☐ No

If enrolled in education, how many days did the child attend school per quarter?*

% per quarter

Was the child withdrawn from child labour?

☐ Yes, date: / /

☐ No

Remarks on current situation of the child:

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Visit 3

Educational and Other Basic Services

☐ **Support provided for enrolment into formal school** (no financial or material support) Date of enrolment: / /

☐ **Vocational training / Junior farmer field schools** Type of training:
Date started: / / Graduation Date: / /

☐ **Micronutrient deworming and vitamins**

☐ **School feeding**

☐ **Psychosocial support counselling** Number of visits:
Visit dates:

☐ **Provision of complementary education** Date of enrolment: / /

☐ **Afterschool programmes** Date of enrolment: / /

☐ **Educational support to children in schools**

☐ **Uniforms**

☐ **Books**

☐ **Shoes**

☐ **Other (specify):**

☐ **OSH training** Date: / /

☐ **Referral to legal assistance** Date: / /

☐ **Income Generating Activities Support** Date: / /

☐ **Referral to Counselling support (external)** Date: / /

☐ **Referral to Health Services** Date: / /

Visit 3**Monitoring Child's Situation**

During the last seven days how many hours did the child actually work?

Hours:

During/ the last plantation seasonal work, how many hours did the child actually work?

Hours:

Did the child work under hazardous conditions?

☐ Yes, *type (indicate code):

☐ No

***Hazardous conditions codes**

- | | |
|---|---|
| 1. Long working hours | 10. Carry heavy tools |
| 2. Dust, fumes, gas (oxygen, ammonia, etc.) | 11. Heavy lifting; handling of utensil and equipment used hazards |
| 3. Noisy environment | 12. With no freedom of movement |
| 4. Extreme temperature | 13. No day off in a week |
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| 7. Work at height | 16. Not enough rest time |
| 8. Insufficient lighting | 17. Risk of hit by vehicle |
| 9. Chemicals | 18. Do not know |

Was the work done mainly during school hours or mainly after schools hours?

☐ During school hours

☐ After School

Is the child still enrolled in education?

☐ Yes

☐ No

If enrolled in education, how many days did the child attend school per quarter?*

% per quarter

Was the child withdrawn from child labour?

☐ Yes, date: / /

☐ No

Remarks on current situation of the child:

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Visit 4**Educational and Other Basic Services**

☐ **Support provided for enrolment into formal school** (no financial or material support)

Date of enrolment: / /

☐ **Vocational training / Junior farmer field schools**

Type of training:

Date started: / /

Graduation Date: / /

☐ **Micronutrient deworming and vitamins**

☐ **School feeding**

☐ **Psychosocial support counselling**

Number of visits:

Visit dates:

☐ **Provision of complementary education**

Date of enrolment: / /

☐ **Afterschool programmes**

Date of enrolment: / /

☐ **Educational support to children in schools**

☐ **Uniforms**

☐ **Books**

☐ **Shoes**

☐ **Other (specify):**

☐ **OSH training**

Date: / /

☐ **Referral to legal assistance**

Date: / /

☐ **Income Generating Activities Support**

Date: / /

☐ **Referral to Counselling support (external)**

Date: / /

☐ **Referral to Health Services**

Date: / /

Visit 4**Monitoring Child's Situation**

During the last seven days how many hours did the child actually work?

Hours:

During/ the last plantation seasonal work, how many hours did the child actually work?

Hours:

Did the child work under hazardous conditions?

☐ Yes, *type (indicate code):

☐ No

***Hazardous conditions codes**

- | | |
|---|---|
| 1. Long working hours | 10. Carry heavy tools |
| 2. Dust, fumes, gas (oxygen, ammonia, etc.) | 11. Heavy lifting; handling of utensil and equipment used hazards |
| 3. Noisy environment | 12. With no freedom of movement |
| 4. Extreme temperature | 13. No day off in a week |
| 5. Dangerous tools; | 14. Employer limits his/her contact with outside work place |
| 6. Wild animal | 15. Salary/wage kept by employers |
| 7. Work at height | 16. Not enough rest time |
| 8. Insufficient lighting | 17. Risk of hit by vehicle |
| 9. Chemicals | 18. Do not know |

Was the work done mainly during school hours or mainly after schools hours?

☐ During school hours

☐ After School

Is the child still enrolled in education?

☐ Yes

☐ No

If enrolled in education, how many days did the child attend school per quarter?*

% per quarter

Was the child withdrawn from child labour?

☐ Yes, date: / /

☐ No

Remarks on current situation of the child:

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