Child Labour Monitoring and Remediation System (CLMRS)

Questionnaires v.2.3.2

Data collection tools for child labour

in cocoa communities

(Last revision April 2025)

Child Labour Monitoring and Remediation System (CLMRS)

Introduction

International Cocoa Initiative

International Cocoa Initiative (ICI) is a leading organization that promotes child-centred community development and responsible supply chain management in cocoa communities. ICI works with the cocoa industry, civil society, farmer organizations, international organizations and national governments of cocoa-producing countries to ensure a better future for children and contribute to the elimination of child labour.

ICI CLMRS

Child Labour Monitoring and Remediation Systems (CLMRS) are systems designed to identify children who are working or at risk of working, and to put in place support to prevent and address it effectively. Many companies use CLMRS as part of their efforts to tackle child labour in their supply chains. When implemented effectively, these systems can reduce child labour by up to a third.

In practice, CLMRS as implemented by ICI revolves around proximity agents who visit households, raise awareness of the dangers of child labour and identify children engaged in hazardous activities. If a child is found to be involved in child labour, information about their situation is collected via a digital application, and support is provided to them, their family and/or their community.

Once a child receives support, proximity workers conduct regular follow-up visits to assess how the children are progressing and to determine whether further support is required. These follow-up visits are crucial because, even after receiving support, it is not always easy for a child to stop working for good, especially as the risk of child labour increases as they grow older.

Data collection tools

ICI's CLMRS data collection tools in Ghana and Côte d'Ivoire have been developed and revised to comply with national and international legislation on child labour. They help chocolate and cocoa companies to exercise due diligence regarding human rights and child labour.

These tools have been developed as tools for the identification and monitoring of child labour cases in order to identify the most appropriate remedial activities and ultimately to remove children from all forms of child labour.

In practice, the collection tools consist of questionnaires administered by proximity agents in the communities where they work. The data collected is recorded on their smartphones, stored in a centralized database and subsequently verified, adjusted and validated before being taken into account for analysis.

The tools in this document take into account the lessons learned from the implementation of the CLMRS by ICI since 2012 and are structured into 5 main elements:

- **Data sheet A: Community Profile** – This sheet contains general information about the community (location, access to services, school structures). The Proximity Agent fill in this form on the first arrival in each community and update it every two years.

- **Data sheet B: Overview of the farmer's household** – This sheet contains information on the household of each farmer covered by the CLMRS when no child labour risk model is used (farm size, use of outside labour, household members, child labour cases observed and / or reported). The Proximity Agent conducts an interview with each household when setting up the system and update the data yearly. If a risk model is used, the update frequency can be adjusted.
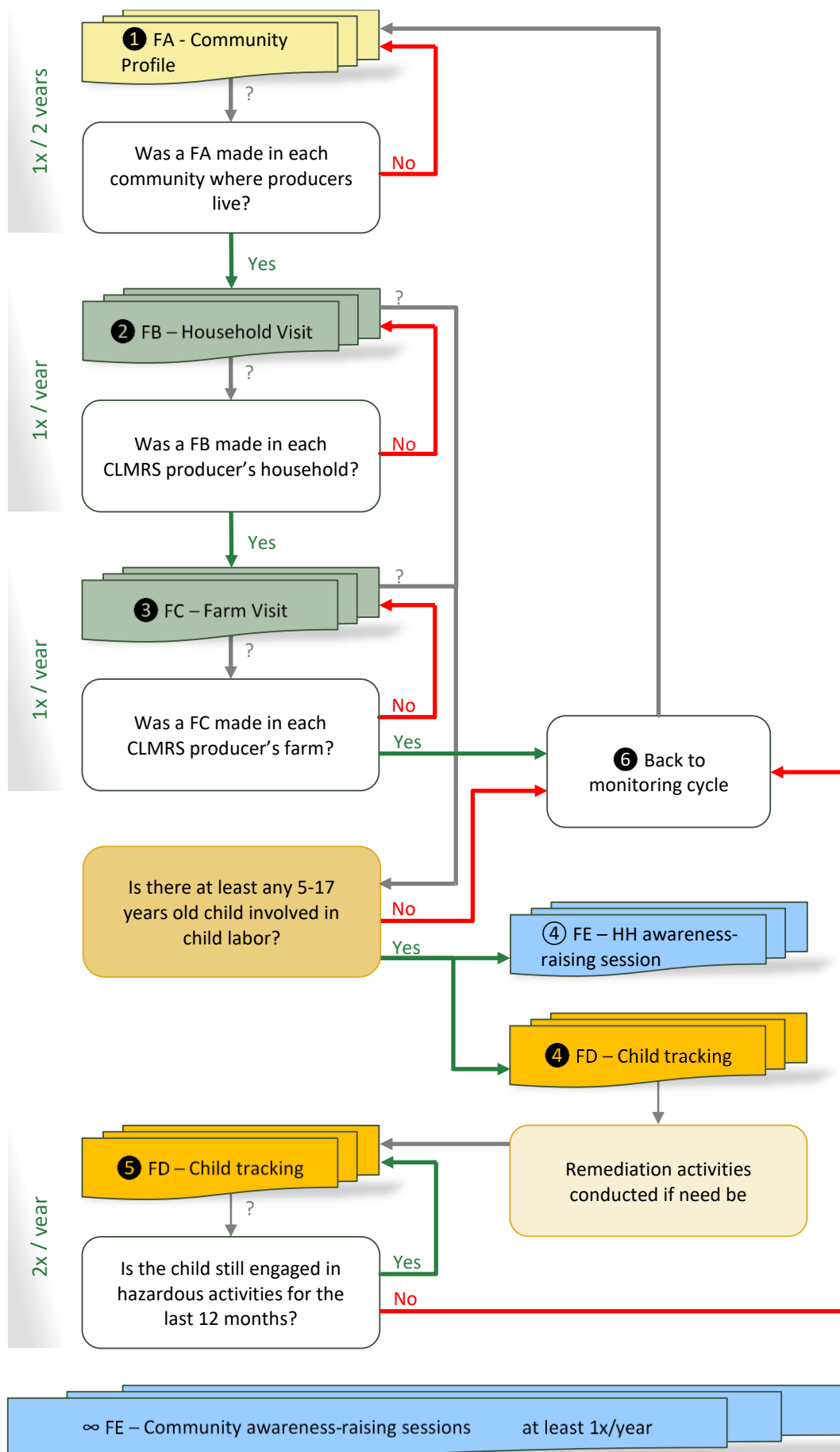
In the case of dual communities, this data sheet can also be used by the Community Child Protection Committee (CCPC) to take a census of people living in the community and to identify potential cases of child labour at the community level.

-   **Data sheet C: Visit of cocoa farms (plantations)** – This sheet is to be filled in by the Proximity Agents during visits to the cocoa farms of farmer members covered by the CLMRS. During these visits, the agents identify those present in the farm visited and reports any case of child labour. These visits are unannounced and take place minimum once a year at a later date than the visit within the farmer's household.

-   **Data sheet D: Follow-up / tracking child worker** – This sheet contains more precise information on the situation of children identified as workers (by observation and / or by declaration) who will then be used to propose remedial actions specific to their case. This form must be filled in as soon as a child has been identified to carry out at least one hazardous activity. If it is not possible to fill in this form immediately after the child labour situation is identified, it should be scheduled to be held as soon as possible after the visit that led to its identification. Then, it must be updated every 3 to 6 months until the child is declared safe from any hazardous activity between two consecutive visits.

-   **Data sheet E : Awareness-raising sessions** – If a child has been observed and / or has reported performing at least one hazardous activity during one of the Proximity Agent visit, the latter must carry out a proximity awareness-raising session on the themes related to the hazardous work carried out. Each year, the agent must also conduct at least one group awareness-raising session in each community where producers covered by the CLMRS reside. Subsequently, the agent fill in the corresponding data sheet E which records the number of people present at the awareness-raising session and the topics covered.

Chronology of administration of the ICI's CLMRS data sheets

Based on the proven ICI model, the CLMRS methodology aimed at capacity building (through training and awareness-raising on child labour), monitoring and remediation is implemented according to the diagram on the following page.

A similar scheme may be developed in future with different periodicities as part of a risk-based approach based on different farmer's profiles.

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1x / 2 years

❶ FA - Community Profile

?

Was a FA made in each community where producers live?

No

Yes

1x / year

❷ FB – Household Visit

?

?

Was a FB made in each CLMRS producer's household?

No

Yes

1x / year

❸ FC – Farm Visit

?

?

Was a FC made in each CLMRS producer's farm?

No

Yes

❻ Back to monitoring cycle

Is there at least any 5-17 years old child involved in child labor?

No

Yes

④ FE – HH awareness-raising session

❹ FD – Child tracking

Remediation activities conducted if need be

2x / year

❺ FD – Child tracking

?

Is the child still engaged in hazardous activities for the last 12 months?

Yes

No

∞ FE – Community awareness-raising sessions   at least 1x/year

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ⓘ	*This form must be filled in at the time of the first arrival in every community and updated **every other year***

LOCATION

ⓘ	*The grey boxes are pre-populated by the application*

A.01	Cooperative		**A.02**	Supplier	
A.03	Admin. district		**A.04**	Community name	
A.05	Proximity Agent code		**A.06**	Proximity Agent Name and surname	

A.07	Date of visit	_____ / _____ / _____ ➔ Get the GPS coordinate of the community during the visit + start __ __ : __ __ and end time of the visit __ __ : __ __
A.08	What is the total population of the community?	
A.09	Is the community the main village of a hamlet?	1-Village ❏ 2-Hamlet ❏

ACCESS TO SERVICES

A.11	Is the community accessible by road all year round?	1-Yes ❏ 0-No ❏	
A.12	Does the community have access to electricity?	1-Yes ❏ 0-No ❏	
A.13	Is the nearest functional potable water point less than 500 meters away (hand dug/protected well, borehole, standpipe)?	1-Yes ❏ 0-No ❏	
A.14	Is mobile network coverage available in this community?	1-Yes ❏ 0-No ❏	ⓘ *Check **Yes** if it exists at least one place in the community where it is possible to get access to those networks*
A.15	Is internet network coverage available in this community?	1-Yes ❏ 0-No ❏	
A.16	Is casual work available in this community?	1-Yes ❏ 0-No ❏	
A.30	Are agricultural inputs available in this community?	1-Yes ❏ 0-No ❏	
A.31	Is there access to a health facility in the community?	1-Yes ❏ 0-No ❏	
A.18a	Is there any active organisation currently working to fight worst forms of child labour in the community?	1-Yes ❏ 0-No ❏	If **Yes**, list the organisations which fight against WFCL in the community: **A.18b** - 1-State Structure: _____ **A.18c** - 2-CCPC: _____ **A.18d** - 3-NGO: _____ **A.18e** - 4- Others (specify): _____

EDUCATION

A.19	Is there any structure for children under 5 years old (kindergarten or other early childhood facility) in this community?	1-Yes ❏ 0-No ❏	
A.20a	Is there any primary school in this community?	1-Yes ❏ 0-No ❏	**A.20b** - If **No**, give the distance to the nearest primary school: _____ km If **Yes**, fill the table on next page
A.21a	Is there any junior high school in the community?	1-Yes ❏ 0-No ❏	**A.21b** - If **No**, what distance is the nearest junior high school located: _____ km

| | *If the answer to question **A.20a** is **Yes**, list the primary schools effectively present in the community* | | | | | | | | | | | |

A.22 - Name of the primary schools present in the community	**A.23 - Type of school** 1-Formal 2-Informal	**A.25 - Number of classrooms**	**Number of teachers**		**Number of students enrolled**		**School canteen**			**Latrines**	
			A.26a - paid by government	**A.26b** - voluntary	**A.27a** - Boys	**A.27b** - Girls	**A.28a - Existence** 1-Yes 0-No	**A.28b - Service per week** 1-1 2-3 3-More than 3	**A.28c - cost per meal** 1-free of charge 2-less than GHs1 3- GHs1 and More	**A.29a – Existent and functional** 1-Yes 0-No	**A.29b - Separated Boys/Girls** 1-Yes 0-No
➔ *A.22b - Get the school GPS coordinates*											
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➔ *A.22b - Get the school GPS coordinates*											

	As part of __CLMRS__, this form must be filled in the household of each farmer, member of the CLMRS cooperative *As part of __community development programs__, this form must be filled towards each community household, whether farmer or not* *In both cases, this form should be updated __once per year__*

IDENTIFICATION OF HOUSEHOLD

	The grey boxes are pre-populated by the application *The orange boxes are only filled within the CLMRS implementation and are not applicable for the dual communities*

B.01	Cooperative		**B.02**	Supplier	
B.03	Admin. district		**B.04**	Community Name	
B.05	Proximity Agent code		**B.06**	Proximity Agent name and surname	
B.07	Farmer's CLMRS code		**B.08**	Farmer's name and surname	

	Create a new entry / sheet for every visit, even if the household is absent

B.09	Date of visit	_____ / _____ / _____	➔ Get the GPS coordinate of the farmer's HH during the visit + start __ __ : __ __ and end time of the visit __ __ : __ __

	If the form is used during a __CLMRS visit__, continue with the question __B.10a__ *If the form is used during a __community visit__, move directly to question __B.24__*

INFORMATION RELATIVE TO THE VISIT

B.10a	Is the farmer available for the visit?	1-Yes ❑ (➔B.15) 0-No ❑ (➔B.10b)	**B.10b** - If __No__, for which reason[1]: 1-Temporary absence ❑ *(reschedule the visit)* 2-Rejection of the visit ❑ *(➔end)* 3-Deceased ❑ *(➔end)* 4-Left the community ❑ *(➔end)* 5-Left the Cooperative ❑ *(➔end)*

INFORMATION ABOUT THE FARM

B.15	What is your status in relation to the cocoa farms you work on?	1-The owner of the farm(s) ❑ 2-A manager/caretaker of the farm(s) ❑ 3-A sharecropper of the farm(s) ❑ 4-Other (specify) ❑ - _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _

B.16	How many __cocoa__ plots are you working on?			Number of __cocoa__ farms which supply the cooperative
B.17	What is the total area under __cocoa__, all plots combined?	_____ , __ acres	**B.19**	How much __cocoa__ is produced each year, all plots combined? _____ kg or _____ bags
B.20	How many __coffee__ plots are you working on?			Number of __coffee__ farms which supply the cooperative
B.21	What is the total area under __coffee__, all plots combined?	_____ , __ acres	**B.23**	How much __coffee__ is produced each year, all plots combined? _____ kg or _____ bags

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[1] *If the farmer is __temporary absent__, the visit is __rescheduled__ for a later date*
If the farmer __rejected the visit__, the coop needs to mediate
If the farmer is __deceased__, has __left the community__ or __left the Cooperative__, the coop needs to update its list of members

	INFORMATIONS ON THE PEOPLE LIVING WITH AND/OR WORKING FOR THE FARMER				
B.24	How many people live in your household?		*i*	Count of the head of household, spouse, children and other dependants - **excluding** workers / managers / sharecroppers	
B.24b	How many children aged 5 to 17 live in your household?		*i*	All children, biological or non-biological, **present or absent** during the visit (except children not residing in the household)	
B.18b	How many people **outside the household** work on the cocoa and/or coffee farm over the year on average?		**B.18c**	How many of them are **daily labourers**?	
			i	Daily labourers = who come only for the day for a short period of the year.	

B.18d	For the workers who are **not daily labourers**, please provide their details:

	What is the first and last name of the worker who does not belong to your household?	**What is the status of this person on the farm:** 1- Permanent (all year long) 2- Seasonal (several consecutive weeks or months over the year) 3- Sharecropper 4- I don't know	**What is the telephone number of this person or of a relative?**
T01	1-_____ ❏ 2-I don't know / I don't wat to say ❏		1-_____ ❏ 2-I don't know / I don't wat to say ❏
T02	1-_____ ❏ 2-I don't know / I don't wat to say ❏		1-_____ ❏ 2-I don't know / I don't wat to say ❏
T03	1-_____ ❏ 2-I don't know / I don't wat to say ❏		1-_____ ❏ 2-I don't know / I don't wat to say ❏
T04	1-_____ ❏ 2-I don't know / I don't wat to say ❏		1-_____ ❏ 2-I don't know / I don't wat to say ❏
T05	1-_____ ❏ 2-I don't know / I don't wat to say ❏		1-_____ ❏ 2-I don't know / I don't wat to say ❏
T06	1-_____ ❏ 2-I don't know / I don't wat to say ❏		1-_____ ❏ 2-I don't know / I don't wat to say ❏
T07	1-_____ ❏ 2-I don't know / I don't wat to say ❏		1-_____ ❏ 2-I don't know / I don't wat to say ❏
T08	1-_____ ❏ 2-I don't know / I don't wat to say ❏		1-_____ ❏ 2-I don't know / I don't wat to say ❏
T09	1-_____ ❏ 2-I don't know / I don't wat to say ❏		1-_____ ❏ 2-I don't know / I don't wat to say ❏

B.18e	Do you give me permission to speak to these people individually?	1-Yes ❏ 0-No ❏

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| ℹ️ | Fill in the following table for __*each and every member of the household*__ *(head of household, spouse, children and other dependants - __excluding__ workers/managers/sharecroppers)*
 If several people in a same household are cocoa and/or coffee farmers and belong to the same LBC/Cooperative, record the household's members information only on the form B of the householder and nothing on the other household farmer's form B |

B.27 – Order number	B.28 - What are the first and last names of all the members of your household? B.28b - What is their national identification number?	B.29 - How are they related to the head of the household?[2]	B.30 - Sex 1-M 2-F	B.31 – What is their date of birth? *(year only for people over 18 years old)*	B.32 – Do they have a birth certificate? 1-Yes 0-No 2-Don't know	B.33 – what are their main occupation ?[3]	B.33b - Is the child present during the visit? 1-Yes 0-No	B.33c - If no, why is the child absent?[4]	ℹ️ *For children aged 5 to 17 only*	
									B.34 - Does the child go to school? 1-Yes 0-No 2-Don't know	B.35 - What is their highest level of schooling?[5]
M00	(Farmer's name): *(from B.08)* National farmer code:			__ / __ / ___						
M01	Name and Surname: National farmer code:			__ / __ / ___						
M02	Name and Surname: National farmer code:			__ / __ / ___						
M03	Name and Surname: National farmer code:			__ / __ / ___						
M04	Name and Surname: National farmer code:			__ / __ / ___						
M05	Name and Surname: National farmer code:			__ / __ / ___						

[2] 1-Husband/Wife; 2-Son/Daughter; 3-Brother/Sister; 4-Stepson/daughter; 5-Grand-son/daughter; 6-Niece/nephew; 7-Other (specify)

[3] 1-No activity; 2-Student; 3-Vocational training; 4- Farmer (cocoa); 5-Farmer (coffee); 6-Farmer (other); 7- Trader; 8-Other (specify)

[4] 2-Deceased child; 3-School vacations; 4-School trips; 5-In the fields; 6-Other (temporary); 7-Other (permanent)

[5] 0-Never schooled; 1-Kindergarten; 2-Primary; 3-Junior high school; 4-Senior high school; 5-Technical or Vocational Training; 6-Koranic education; 7-Higher education; 8-Don't know

	*These questions should be asked directly to each child aged between **5 and 17** and **present** at the time of the interview.* *For each child, complete the following table on activities carried out **over the last 12 months**.* ***If a child was observed performing a dangerous activity, answer "yes" directly without repeating the question***.									
B.27 – Order number *(refer to precedent table)*		M___	M___	M___	M___	M___	M___	M___	M___	M___
B.39 - Have you done any of these activities[6] in the last 12 months? 1-Yes 0-No										
B.41– Any Comments/Observations:										
	*If a child has been seen or declared with **at least one hazardous task**, fill in immediately the **data sheet D - Follow-up/Tracking of child worker** and organize an awareness-raising session on the themes related to the hazardous task performed (fill in the data sheet E) if time allows. Otherwise, plan the visit on a date close to the date of the household's visit*									

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[6] ***In Côte d'Ivoire***: A. Weeding, B. Falling of trees, C. Bush burning, D. Hunting with a weapon, E. Lumberjack, F. Charcoal production, G. Stump removal, H. Hole-digging, I. Pruning, Harvesting or breaking cocoa pods with a sharp tool, J. Harvesting with a machete or sickle, K. Manipulation of agrochemicals, L. Working with motorized equipment, M. Carrying heavy loads, N. Working at night, O. Working long hours on non-hazardous tasks

In Cameroon: A. Weeding, B. Falling of trees, C. Bush burning, H. Hole-digging, I. Pruning, Harvesting or breaking cocoa pods or harvesting with a sharp tool, K. Manipulation of agrochemicals, L. Working with motorized equipment, M. Carrying heavy loads, N. Working at night, O. Working long hours on non-hazardous tasks

In Ghana: A. Weeding and pruning, B. Falling of trees, C. Bush burning, G. Stump removal, I. Breaking cocoa pods with a sharp tool, J. Harvesting with a machete or sickle, K. Manipulation of agrochemicals, L. Working with motorized equipment, M. Carrying heavy loads, N. Working at night, O. Working long hours on non-hazardous tasks, P. Climbing trees at heights of over 2.5 meters for pruning, Q. Working without adequate basic foot and body protective clothing, R. Presence for or less than 12 hours after spraying agrochemicals, S. Working alone on the farm

In Nigeria: A. Weeding and pruning, B. Falling of trees, C. Bush burning, G. Stump removal, I. Breaking cocoa pods with a sharp tool, J. Harvesting with a machete or sickle, K. Manipulation of agrochemicals, L. Working with motorized equipment, M. Carrying heavy loads, N. Working at night, O. Working long hours on non-hazardous tasks, P. Climbing trees for pruning, R. Presence for or less than 12 hours after spraying agrochemicals, S. Working alone on the farm

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	This form must be filled in the __farm__ premises of the CLMRS cooperative members
	This form must be updated __once per year__

IDENTIFICATION OF THE FARMER

	The grey boxes are pre-populated by the application		

C.01	Cooperative		C.02	Supplier	
C.03	Admin. district		C.04	Community Name	
C.05	Proximity Agent code		C.06	Proximity Agent name and surname	
C.07	Farmer's CLMRS Code		C.08	Farmer's name and surname	
C.09	Date of visit	_____ / _____ / _____	➔ Get the GPS coordinate of the farm during the visit + start __ __ : __ __ and end time of the visit __ __ : __ __		

IDENTIFICATION OF THE ADULTS PRESENT ON THE FARM

C.10a	How many adults (> 18 years old) are present in the farm at the time of the visit?	If **0**, move to **C.11** If **more than 0**, move to **C.10b**
C.10b	How many of them are **daily labourers** (workers coming just for the day for a short period over the year)?	
C.10e	Is the farmer in charge of the plot present?	1-Yes ❑ (➔ C.10d) 0-No ❑ (➔ C.10c)
C.10d	Do you give me permission to speak individually with the people on the plantation?	1-Yes ❑ (➔ C.10c) 0-No ❑ (➔ end of the visit)
C.10c	For the workers who are **not daily labourers**, please provide their details:	

	What is your first and last name?	What is your status on the farm: 1- Permanent (all year long) 2- Seasonal (several consecutive weeks or months over the year) 3- Sharecropper 4- I don't know	What is your telephone number or of a relative?
T01	1-_ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ ❑ 2-I don't know / I don't wat to say ❑		1-_ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ ❑ 2-I don't know / I don't wat to say ❑
T02	1-_ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ ❑ 2-I don't know / I don't wat to say ❑		1-_ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ ❑ 2-I don't know / I don't wat to say ❑
T03	1-_ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ ❑ 2-I don't know / I don't wat to say ❑		1-_ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ ❑ 2-I don't know / I don't wat to say ❑
T04	1-_ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ ❑ 2-I don't know / I don't wat to say ❑		1-_ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ ❑ 2-I don't know / I don't wat to say ❑
T05	1-_ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ ❑ 2-I don't know / I don't wat to say ❑		1-_ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ ❑ 2-I don't know / I don't wat to say ❑
T06	1-_ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ ❑ 2-I don't know / I don't wat to say ❑		1-_ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ ❑ 2-I don't know / I don't wat to say ❑

IDENTIFICATION OF THE CHILDREN PRESENT ON THE FARM

C.11	How many children (< 18 years old) are present in the farm at the time of the visit?		If **0**, end the farm visit If **more than 0**, move to **C.12**
C.12	From those children, how many are from **outside** the farmer's household?		If **0**, move to **C.19** If **more than 0**, move to **C.13**

> *If at least one **child who is not a member** of the farmer's household is present in the farm at the time of visit, continue with question **C.13***
>
> *Otherwise, if all the children present in the farm during the visit are **members** of the farmer's household, move directly to question **C.19** on the next page*

IDENTIFICATION OF THE CHILDREN NON-MEMBER OF THE FARMER HOUSEHOLD PRESENT IN THE FARM

C.13 - Order Num.	C.14 – What are your name and surname?	C.15 – Sex 1-M 2-F	C.16 – What is your date of birth	C.17 – Do you have a birth certificate 1-Yes 0-No 2-Don't know	C.18 – Are you going to school? 1-In school 0-Not in school 2-Don't know
V01			__ / __ / ____		
V02			__ / __ / ____		
V03			__ / __ / ____		
V04			__ / __ / ____		
V05			__ / __ / ____		
V06			__ / __ / ____		
V07			__ / __ / ____		
V08			__ / __ / ____		
V09			__ / __ / ____		
V10			__ / __ / ____		

ℹ	*These questions should be asked directly to each child aged between __5 and 17__ and __present on the farm__ at the time of the visit.* *For each child, complete the following table on activities carried out __over the last 12 months__.* __*If a child was observed performing a dangerous activity, answer "yes" directly without repeating the question*__*.*								
C.20 – CLMRS Code of the children →		_____	_____	_____	_____	_____	_____	_____	_____
C.19 - Have you done any of these activities[7] in the last 12 months? 1-Yes 0-No									
C.21 – Any Comments/Observations:									
ℹ	*If a child has been seen or declared with __at least one hazardous task__, fill in immediately the __data sheet D - Follow-up/Tracking of child worker__ and organize an awareness-raising session on the themes related to the hazardous task performed (fill in the data sheet E) if time allows. Otherwise, plan the visit on a date close to the date of the farm's visit*								

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[7] **In Côte d'Ivoire**: A. Weeding, B. Falling of trees, C. Bush burning, D. Hunting with a weapon, E. Lumberjack, F. Charcoal production, G. Stump removal, H. Hole-digging, I. Pruning, Harvesting or breaking cocoa pods with a sharp tool, J. Harvesting with a machete or sickle, K. Manipulation of agrochemicals, L. Working with motorized equipment, M. Carrying heavy loads, N. Working at night, O. Working long hours on non-hazardous tasks

In Cameroon: A. Weeding, B. Falling of trees, C. Bush burning, H. Hole-digging, I. Pruning, Harvesting or breaking cocoa pods or harvesting with a sharp tool, K. Manipulation of agrochemicals, L. Working with motorized equipment, M. Carrying heavy loads, N. Working at night, O. Working long hours on non-hazardous tasks

In Ghana: A. Weeding and pruning, B. Falling of trees, C. Bush burning, G. Stump removal, I. Breaking cocoa pods with a sharp tool, J. Harvesting with a machete or sickle, K. Manipulation of agrochemicals, L. Working with motorized equipment, M. Carrying heavy loads, N. Working at night, O. Working long hours on non-hazardous tasks, P. Climbing trees at heights of over 2.5 meters for pruning, Q. Working without adequate basic foot and body protective clothing, R. Presence for or less than 12 hours after spraying agrochemicals, S. Working alone on the farm

In Nigeria: A. Weeding and pruning, B. Falling of trees, C. Bush burning, G. Stump removal, I. Breaking cocoa pods with a sharp tool, J. Harvesting with a machete or sickle, K. Manipulation of agrochemicals, L. Working with motorized equipment, M. Carrying heavy loads, N. Working at night, O. Working long hours on non-hazardous tasks, P. Climbing trees for pruning, R. Presence for or less than 12 hours after spraying agrochemicals, S. Working alone on the farm

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(i)	*This form must be filled in as soon as a child has been seen and/or declared performing at least one hazardous task* *Then, the data must be **updated every 3 to 6 months** until the child is declared as not performing anymore any hazardous task during 2 consecutive visits*

IDENTIFICATION OF THE CHILD

(i)	*The grey boxes are pre-populated by the application*

D.01	Cooperative		**D.02**	Supplier	
D.03	District		**D.04**	Community Name	
D.05	Proximity Agent code		**D.06**	Proximity Agent name and surname	
D.07	Farmer's CLMRS Code		**D.08**	Farmer's name and surname	
D.09	Child CLMRS Code		**D.10**	Child name and surname	

(i)	*Create a new entry / sheet for every visit, **even if the child is absent***

D.11	Date of visit	___ / ___ / _____	Start time of the visit __ __ : __ __ End time of the visit __ __ : __ __

D.12a	Was the child present and available during the visit of the CF?	1-Yes ❑
		0-No ❑
			D.12b - If **No**, for what reason:
			  0-Parents departure (definitive) ❑
			  1-Child doesn't live in the community ❑
			  2-Child deceased (definitive) ❑
			  3-School holidays (temporary) ❑
			  4-School trips (temporary) ❑
			  5-Child on the farm (temporary) ❑
			  6-Other (**temporary**) (to specify): ❑
			
			  _
			  7-Other (**permanent**) (to specify): ❑
			
			  _

(i)	*If the child is **unavailable** at the time of during the CF visit, end the visit and **reschedule** it to a future date*

INFORMATION ABOUT THE CHILD EDUCATION

D.13	Are you going to school?	1-Yes ❑ 0-No ❑	If **Yes**, fill in the questions **D.14** and **D.15** If **No**, complete the questions **D.16** and **D.17**

D.14	In which school level are you?	0-Never schooled ❑ 1-Kindergarten ❑ 2-Primary ❑ 3-Junior high school ❑ 4-Senior high school ❑ 5-Tech&Voc. training ❑ 6-Koranic education ❑ 7-Higher education ❑ 8-Don't know ❑	**D.15** *If the child is **in school**: did you miss class at least once last week for work?* 1-Yes ❑ 0-No ❑
			*(i) If the previous week is a school vacation, the answer is **no***

D.16	In which school level were you when you stopped school?		**D.17** *If the child **is not in school**: why don't you go to school?*
			  1-To work (for family or others) ❑
			  2-The school is too far away ❑
			  3-No money for school fees / equipment ❑
			  4-Bad school results ❑
			  5-Unsafe school location / route ❑
			  6-I am disabled ❑
			  7-I am sick / injured ❑
			  8- Other (specify): ❑
			
			  _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _

D.16b	*If the child is in primary school*: What class are you in or were you in?	1- 1st year ❑ 2- 2nd year ❑ 3- 3rd year ❑ 4- 4th year ❑ 5- 5th year ❑ 6- 6th year ❑	**D.16c**	At school this year, have you been physically punished by the teacher?	0-No ❑ 1-Sometimes ❑ 2-Frequently ❑ 3-Very frequently ❑

FAMILY STATUS OF THE CHILD		

D.18	Who do you live with? *(several answers possible)*	1- My two parents ❑ 2- My mother ❑ 3- My father ❑ 4- My close family ❑ 5- Other (specify): ❑ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _		If the child lives **neither with his mother, nor with his father**, continue with question **D.19** If the child lives with **at least one of his parents**, move directly to question **D.25**	
D.19	*If the child lives neither with his mother nor with his father*: Are you in contact with your mother or your father?	1-Yes ❑ 0-No ❑	**D.20**	Why don't you live with your parents? *(several answers possible)*	1- Parents deceased ❑ 2- Not able to take care of him ❑ 3- Abandoned ❑ 4- School Reason ❑ 5- Does not know ❑ 6- "Given" to someone ❑ 7- Work here ❑ 8- Other (specify): ❑ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _
D.21	Since when have you been living here?	1-Born here ❑ 2-Less than 1 year ❑ 3-More than1 year ❑	**D.22**	Who decided that you should live here?	1- Father/Mother ❑ 2- Grand-parents ❑ 3- Other family member ❑ 4- Myself ❑ 5- Another person (specify): ❑ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _
D.23	Did you agree with that decision?	1-Yes ❑ 0-No ❑	**D.24**	Who has accompanied you to this place?	1- Close family member ❑ 2- Distant family member ❑ 3- Someone I didn't know ❑ 4- Came alone ❑ 5- Another person (specify): ❑ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _

International **COCOA** Initiative

HAZARDOUS WORK PERFORMED BY THE CHILD

D.25 – Have you done any of these jobs **in the last 12 months or since your last visit**?

If yes, how many days have you done at least one of these jobs in the last 7 days, and for how many hours a day (on average)?

ℹ️ **Tick the box** if the child performed the activity **since the last visit**, and write down the **total number** of days/week and average hours/day during which the child has worked (light and hazardous work) **in the last 7 days**

Type of activity since the last visit	D.25a - Yes	During the last 7 days		
		D.25b – Total number of days worked	**D.25c – Total number of hours worked per day on average**	**D.25d – Total number of hours worked on the busiest day**
A. Using machetes/long cutlass for weeding	❑			
B. Clearing of forest and/or felling of trees	❑			
C. Bush burning	❑			
G. Removing tree stumps	❑			
I. Pruning, Harvesting or breaking cocoa pods with breaking knives	❑			
J. Harvesting overhead cocoa pods with harvesting hook	❑			
K. Exposure to agrochemical (spraying, fertilizer application etc.)	❑			
L. Working with motorized farm machinery (i.e. mist blower, knapsack sprayer, …)	❑			
M. Carrying heavy load beyond permissible carrying weight i.e. above 30% of body weight for more than 2 miles (3 km)	❑	- - - - - - - - - -	- - - - - - - - - -	- - - - - - - - - -
N. Working at night (between 6:00pm and 6:00am)	❑			
O. Working long hours on non-hazardous tasks (more than 3hrs/day on holiday/weekend or 2hrs/day on school days)	❑			
P. Climbing trees higher than 2.5 meters to cut mistletoe or harvest or prune with sharp cutlass or implement	❑			
Q. Working without adequate basic foot / body protective clothing	❑			
R. Present or working in the vicinity of farm during spraying of agrochemicals or re-enter a sprayed farm in less than 12 hours	❑			
S. Working alone on the farm in isolation (i.e. beyond visible or audible range of nearest adult)	❑			

D.26	For who do you work?	1- Close family member ❑ 2- Distant family member ❑ 3- Someone I didn't know ❑ 4- Myself ❑ 5- Another person (specify): ❑ _ _ _ _ _ _ _ _ _ _ _	**D.27**	Why do you work?	1-To help my parents ❑ 2-To ensure my own survival ❑ 3-I am forced to do it ❑ 4-For pocket money ❑ 5-Other reasons (specify): ❑ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _
D.27b	At what age did you start working in the fields?		/ _ _ /		
D.28	What difficulty/problem are you facing?		1-Frequently beaten ❑ 2-Frequent insults ❑ 3-Undernourishment ❑		

	4-Deprivation of food ❑
	5-Does not study ❑
	6-Too much of domestic work ❑
	7-Lack of affection ❑
	8-Absence of game and leisure ❑
	9-Frequently sick ❑
	10-Other (specify): ❑
	_ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _
	11-No difficulties ❑

EVALUATION OF REMEDIATION NEEDS

	Over the past two weeks…	4-All the time	3-Often	2-Sometimes	1-Rarely	0-Never
D.39a	I have felt good					
D.39b	I have felt calm and relaxed					
D.39c	I have felt full of energy and healthy					
D.39d	I woke up feeling fresh and rested					
D.39e	I did a lot of things that interested me during the day					

EVALUATION OF REMEDIATION NEEDS

(i)	*Ask the **child** the questions from **D.29** to **D.31b** avoiding that guardians/parents influence the child*	
D.29	According to you, what help would you need so that you might be able to stop those works which led to your identification?	
D.30	According to you, what help would you need so that you might be able to resume school or start a training?	
D.31	If the child says that he would like to restart the training, specify the **type of training** chosen and the **distance** between the nearest training centre and his residence	D.31a - Type of training considered: _____ D.31b - Distance of training centre: ❑ _____ km ❑ Don't know
(i)	*Ask the **guardians/parents** the questions **D.32** to **D.35** in the absence of the child*	
D.32	According to you, what do you think is necessary to do to help the child so that s/he might be able to stop those activities which led to his identification?	
D.34	According to you, what does the child require to continue or to resume school or a training?	
D.35	Has the child or the household already received such help in the past?	1-Yes ❑ 0-No ❑
(i)	*The interview ends at this point. The next page questions must be filled in **by the Proximity Agent** based on the information collected during the interview*	

		Based on the answers above, which activity is recommended? **(to fill in directly by the Proximity Agent)**	
D.36	Directly for the child	0-No activity	❑
		1-School kit	❑
		2-School uniform	❑
		3-School fees	❑
		4-Hygiene towels / Sanitary pads	❑
		5-Enrollment in a reading group	❑
		6-Enrollment in a bridging class	❑
		7-Birth certificate	❑
		8- Apprenticeship (individual)	❑
		9-Vocational training (precise type):	❑
		_ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _	
		10-Subscription to health insurance	
		11- School support (individual)	❑
		12-Other (specify):	❑
		_ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _	
D.37	For the child guardians/parents	0-No activity	❑
		1-Improved cookstove	❑
		2-Bongo shovel	❑
		3-Wheelbarrow	❑
		4-VSLA	❑
		5-IGA (specify type):	❑
		_ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _	
		6-Cash transfer program	❑
		7-Awareness-raising	❑
		8-Literacy program	❑
		9-Subscription to health insurance	❑
		10-Access to a Community Services Group	❑
		11-Other (specify):	❑
		_ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _	
D.38	For the whole community	0-No activity	❑
		1-Elementary school construction/renovation	❑
		2-Construction/renovation of secondary school	❑
		3-Construction/renovation of canteen	❑
		4-Construction/renovation of latrines	❑
		5-Housing for teacher	❑
		6-Village water point	❑
		7-Community services group	❑
		8-Access to healthcare	❑
		9-VSLA	❑
		10-IGA (group at community level)	❑
		11-Literacy program	❑
		12-Reading group	❑
		13-Bridging class	❑
		14-Other (specify):	❑
		_ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _	

ℹ	*This form must be filled in after every awareness-raising session*

LOCATION

ℹ	*The grey boxes are pre-populated by the application*				

E.01	Cooperative		**E.02**	Supplier	
E.03	Admin. district		**E.04**	Community Name	
E.05	Proximity Agent code		**E.06**	Proximity Agent name and surname	

E.07	Type of awareness-raising	1-Household/farm level ❑ (→ E.08) 2-Community level ❑ (→ E.10)

ℹ	*If the awareness-raising session is at **household/farm level**, continue with question **E.08*** *If the awareness-raising session is the **community-based**, continue with question **E.10***				

E.08	Farmer's CLMRS Code		**E.09**	Farmer's name and surname	

AWARENESS-RASING SESSION FLOW

E.10	What themes were discussed during the session?	0. Child labour and child concepts 1. Using machetes/long cutlass for weeding or pruning ❑ 2. Clearing of forest and/or felling of trees ❑ 3. Bush burning ❑ 4. Removing tree stumps ❑ 5. Pruning, Harvesting or breaking cocoa pods with sharp tools ❑ 6. Harvesting overhead cocoa pods with harvesting hook ❑ 7. Exposure to agrochemical (spraying, fertilizer application etc.) ❑ 8. Working with motorized farm machinery ❑ 9. Carrying heavy load beyond permissible carrying weight ❑ 10. Working at night (between 6:00pm and 6:00am) ❑ 11. Working long hours on non-hazardous tasks ❑ 12. Climbing trees higher than 2.5 metres to cut mistletoe or harvest or prune with sharp cutlass or implement ❑ 13. Working without adequate basic foot / body protective clothing ❑ 14. Present or working in the vicinity of farm during spraying of agrochemicals or re-enter a sprayed farm in less than 12 hours ❑ 15. Working alone on the farm in isolation ❑ 16. Other (specify): _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ ❑
E.11	What tool was used?	1-Picture box ❑ 2-Awareness poster ❑ 3-Films ❑
E.11b	Which representative of another structure was present during the session?	1-None ❑ 2-Chocolate company representative ❑ 3-Cooperative representative ❑ 4-ICI representative ❑ 5-Farmer Leader ❑ 6-Other (specify): _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ ❑

	Enter details about how long and how many people attended the awareness-raising session								
	Duration		**Person sensitized**						
			Men		**Women**		**Children**		
E.12 – Date	**E.13a -** Start Time	**E.13b -** End Time	**E.14a -** Total	**E.14b -** Coop members	**E.15a -** Total	**E.15b –** Coop members	**E.16a -** Boys	**E.16b -** Girls	**E.17 - TOTAL**
__ / __ / ____									
E.18 - Any comments									